



**SOUTH  
PIEDMONT**  
COMMUNITY COLLEGE

**College Catalog**  
**2014 – 2015**



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# **SOUTH PIEDMONT COMMUNITY COLLEGE**

**Serving Anson and Union Counties  
2014 - 2015 Catalog**

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**[www.spcc.edu](http://www.spcc.edu)**

South Piedmont Community College  
is a member  
of the North Carolina Community College System

The official 2014-2015 College Catalog may be found on our website at [www.spcc.edu](http://www.spcc.edu).

### ACCREDITATION

South Piedmont Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Piedmont Community College.

The Commission may be contacted for the following reasons: 1) to learn about the accreditation status of South Piedmont Community College, 2) to file a third party comment at the time of the South Piedmont Community College decennial review, 3) to file a complaint against South Piedmont Community College for significant non-compliance with a standard or requirement.

Normal inquiries about South Piedmont Community College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to South Piedmont Community College and not to the Commission on Colleges.

### STATE AUTHORIZATION

South Piedmont Community College ensures compliance with State Authorization requirements prescribed by 34 CFR Part §600.9, regarding the offering of online/distance education programs, which states:

*If an institution is offering postsecondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering postsecondary distance or correspondence education in that State. An institution must be able to document to the Secretary the State's approval upon request. (Authority: 20 U.S.C. 1001 and 1002)*

### NON-DISCRIMINATION STATEMENT

The Board of Trustees and the administration of South Piedmont Community College (SPCC) are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, SPCC does not practice or condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, gender, age, disability, or political affiliation. SOCC commits itself to positive action to secure equal opportunity regardless of those characteristics. Should an employee or student feel his/her rights under Title VI, VII, or IX have been violated, he/she may submit a harassment complaint, including sexual harassment, to the Human Resources Office by mail at PO Box 126, Polkton, NC 28135. Complaints may also be faxed to 704-272-5336 or emailed to [sflake@spcc.edu](mailto:sflake@spcc.edu) or [eclodfelter@spcc.edu](mailto:eclodfelter@spcc.edu). Correspondents will be directed to the Title IX Coordinator, Susan Flake, Associate Vice President of Human Resources, Payroll, Organizational Development and/or Title IX Assistant Coordinator, Elaine Clodfelter, Vice President of Student Services.

### THE CATALOG

This catalog is effective July 1, 2014, to June 30, 2015. This catalog is for information only and does not constitute a contract between the student and the College. South Piedmont Community College has made every reasonable effort to determine that everything stated in this catalog is accurate at the time of printing. However, the NC General Assembly, the State Board of Community Colleges, and/or the SPCC Board of Trustees may make changes in policy, graduation requirements, fees and other charges, curriculum course structure and content, and other such matters after the publication of this catalog. The NC General Assembly may make changes in tuition without notice.



# TABLE OF CONTENTS

General Information .....	I-1
Academic Calendar .....	I-15
Admissions .....	II-1
Registration and Financial Information .....	III-1
Student Support Services .....	IV-1
Academic Information .....	V-1
Curriculum Programs of Study .....	VI-1
Associate in Arts Degree .....	VI-1
Associate in Science Degree .....	VI-4
Associate in Fine Arts Degree .....	VI-7
Associate in Fine Arts Degree Visual Art Pathway .....	VI-8
Associate in Fine Arts Degree Drama Pathway .....	VI-10
Associate in Fine Arts Degree Music Pathway .....	VI-12
Associate in General Education Degree .....	VI-14
Accounting Degree .....	VI-17
Accounting Certificate .....	VI-18
Advertising and Graphic Design Degree .....	VI-19
Advertising and Graphic Design Diploma .....	VI-20
Advertising and Graphic Design Certificate .....	VI-21
Advertising and Graphic Design - Advertising Layout Certificate .....	VI-21
Advertising and Graphic Design - Creative Design Certificate .....	VI-21
Advertising and Graphic Design - Web Design Certificate .....	VI-22
Advertising and Graphic Design - Multimedia Design Certificate .....	VI-22
Agribusiness Technology .....	VI-22
Air Conditioning, Heating, & Refrigeration Technology Degree .....	VI-24
Air Conditioning, Heating, & Refrigeration Technology Diploma .....	VI-25
Air Conditioning, Heating, & Refrigeration Technology - Heating Fundamentals Certificate .....	VI-26
Air Conditioning, Heating, & Refrigeration Technology - Heat Pump Fundamentals Certificate .....	VI-26
Associate Degree Nursing .....	VI-27
Basic Law Enforcement Training Certificate (BLET) .....	VI-28
Biotechnology Degree .....	VI-28
Business Administration Degree .....	VI-30
Business Administration Diploma .....	VI-31
Business Administration Certificate .....	VI-32
Business Administration - Small Business Management Certificate .....	VI-32
Business Administration - Banking and Finance Certificate .....	VI-32
Cardiovascular Sonography Degree .....	VI-33
Cardiovascular Sonography Diploma .....	VI-34
Cardiovascular Sonography - Cardiac Certificate .....	VI-34
Cardiovascular Sonography - Vascular Certificate .....	VI-34
Computer Information Technology Degree .....	VI-35
Computer Information Technology - Operating Systems Certificate .....	VI-36
Computer Information Technology - Microsoft Office Certificate .....	VI-37
Computer Information Technology - Game Development Certificate .....	VI-37
Computer Information Technology - Mobile Apps Foundation Certificate .....	VI-37
Computer Information Technology - Computer Support Certificate .....	VI-37
Computer Information Technology - Cyber Forensics Certificate .....	VI-38

Computer Technology Integration - Mobile Apps Development Degree .....	VI-38
Criminal Justice Technology Degree .....	VI-40
Criminal Justice Technology Diploma .....	VI-41
Criminal Justice Technology Certificate .....	VI-41
Criminal Justice Technology - Forensics Certificate .....	VI-42
Cyber Crime Technology Degree .....	VI-42
Early Childhood Education Degree .....	VI-44
Early Childhood Education Diploma .....	VI-45
Early Childhood Education - Preschool Certificate .....	VI-46
Early Childhood Education - Administration Certificate .....	VI-46
Early Childhood Education - Pre-K Special Education Certificate .....	VI-46
Electrical Systems Technology Degree .....	VI-47
Electrical Systems Technology Degree Hydro-Mechanical Pathway .....	VI-48
Electrical Systems Technology Diploma .....	VI-50
Electrical Systems Technology Certificate .....	VI-50
Electrical Systems Technology - Industrial and Photovoltaic Wiring Certificate .....	VI-50
Electrical Systems Technology Hydro-Mechanical Certificate .....	VI-51
Emergency Medical Science Degree - Paramedic Bridge .....	VI-51
Entrepreneurship Degree .....	VI-52
Entrepreneurship Diploma .....	VI-53
Entrepreneurship Certificate .....	VI-54
Fire Protection Technology Degree .....	VI-54
Funeral Service Education .....	VI-56
Funeral Service Education - NC Funeral Director Diploma .....	VI-57
General Occupational Technology Degree .....	VI-58
Human Services Technology Degree .....	VI-58
Human Services Technology Diploma .....	VI-59
Human Services Technology - Substance Abuse Certificate .....	VI-60
Industrial Systems Technology Degree .....	VI-60
Industrial Systems Technology - Maintenance Certificate .....	VI-62
Industrial Systems Technology - Welding Certificate .....	VI-62
Infant/Toddler Care Certificate .....	VI-62
Licensed Practical Nurse Refresher Certificate .....	VI-63
Mechanical Engineering Technology Degree .....	VI-63
Mechanical Engineering Technology - Mechatronics Certificate .....	VI-64
Mechatronics Engineering Technology Degree .....	VI-65
Medical Assisting Degree .....	VI-66
Medical Assisting Diploma .....	VI-68
Medical Assisting - Medical Laboratory Assistant (MLA) Certificate .....	VI-68
Medical Office Administration Degree .....	VI-69
Medical Office Administration - Medical Insurance Coding Diploma .....	VI-70
Medical Office Administration Certificate .....	VI-71
Medical Office Administration - Healthcare Technology Certificate .....	VI-71
Medical Sonography Degree .....	VI-71
Paralegal Technology Degree .....	VI-73
Paralegal Technology Diploma .....	VI-74
Paralegal Technology Certificate .....	VI-75
Practical Nursing Diploma .....	VI-75
School-Age Education Degree .....	VI-76
School-Age Education Diploma .....	VI-77
School-Age Education Certificate .....	VI-78
School-Age Education - Special Education Certificate .....	VI-78
School-Age Education - School Age Specialist Certificate .....	VI-78
Simulation and Game Development Degree .....	VI-79

Therapeutic Massage Degree .....	VI-80
Therapeutic Massage Diploma.....	VI-81
Web Technologies Degree.....	VI-82
Welding Technology Diploma .....	VI-84
Course Descriptions .....	VII-1
Corporate and Continuing Education .....	VIII-1
Adult Literacy Programs/College and Career Transitions .....	IX-1
Board of Trustees .....	X-1
Administration, Faculty, Staff .....	X-2
Index .....	XI-1

## HISTORY OF THE COLLEGE

South Piedmont is North Carolina's newest community college, having been created in 1999 by the North Carolina General Assembly. The legislature's action abolished Anson Community College and assigned the new college's service area as Anson and Union counties in south-central North Carolina.

South Piedmont is in the unique position of being a new institution with a proud history. The institution traces its roots to 1962, with the founding of the Ansonville unit of the Charlotte Industrial Education Center. In collaboration with Stanly Community College, it also provided years of service in Union County as Union Technical Education Center.

The institution was originally designated as the Ansonville Industrial Education Center in November 1962 by action of the State Department of Public Instruction. On December 2, 1967, the Anson County Board of Education and County Commissioners officially appointed a local Board of Trustees. As a result, the Ansonville Industrial Education Center became Anson Technical Institute, a unit of the Department of Community Colleges of North Carolina.

Further progress, larger enrollment, and additional support from the community, especially Polkton Mayor W. Cliff Martin, enabled Anson Technical Institute to acquire land, obtain additional funds, and complete construction of a 28,000-square-foot building in Polkton in 1977. To better reflect the offerings of the institution, the Board of Trustees on June 7, 1979, changed the name to Anson Technical College.

In 1981, Union Technical Education Consortium was created when Central Piedmont Community College voluntarily withdrew from Union County and the North Carolina Department of Community Colleges authorized service in the county by a consortium of Anson and Stanly community colleges.

Effective November 1, 1987, the official name of Anson Technical College was changed to Anson Community College.

On May 19, 1999, Gov. Jim Hunt signed a bill, based upon recommendations of an independent study team, that abolished Anson Community College and Union Technical Education Center and created North Carolina's newest community college. The signing of this bill created a single college with two campuses, one in Anson County and one in Union County, to serve the residents of both counties, and a new 14-member board of trustees was appointed.

The college was named South Piedmont Community College on August 3, 1999, using one of the 441 different names suggested during a contest held during July.



## **STRATEGIC PLAN 2013-2016**

As a learning college, South Piedmont Community College (SPCC) promotes and celebrates learning as the process that changes and improves lives. This applies to our students, employees, and the college itself. We are an organization in which people continually expand their ability to grow and learn.

The Strategic Plan highlights this focus on learning through our Vision (what we want to be), Mission (who we are), Values (what directs our decisions), and Strategic Directions (what actions we will take to fulfill the Vision and Mission).

### **Our Vision is:**

To be the premier community college of choice, offering a full complement of general education, transfer pre-majors, career and technical education, and workforce and economic development programming to prepare students to be productive citizens in the global community.

### **Our Mission is:**

Learning, student success, and workforce and community development

### **We Value a Personal and Institutional Commitment to:**

- Affordable, quality access to excellent educational opportunities
- Academic achievement and student success
- Public and private partnerships
- Lifelong learning
- Data-driven decision making
- Respect for individuals
- Transparency through accurate and reliable communication
- Integrity, accountability, and ethical conduct
- Highest levels of financial stewardship
- Responsiveness, adaptability, and flexibility
- Innovation
- Continuous improvement
- Collaboration and teamwork
- Diversity and inclusiveness
- Sustainability
- Extraordinary customer service
- Community outreach

## **Strategic Direction One *Expand Student Program Opportunities***

**Strategic Goal 1: SPCC will create and maintain innovative educational programming of the highest quality that supports the educational and career goals of students.**

### **Key Strategies:**

- 1-A *Expand and improve the collaborative educational pipeline from Anson and Union public and private schools to increase the number of students earning transferable college credits, degrees, and/or industry-specific certifications.*
- 1-B *Align the college curriculum with the K-12 curriculum.*
- 1-C *Develop additional transfer pre-major opportunities, reflective of the needs and wants of students.*
- 1-D *Develop additional joint educational programs, partnership programs, and articulation agreements*



*with accredited institutions and public private entities to increase the number of course and degree options available to students.*

- 1-E Increase opportunities for co-op education, internships, and job placement.*
- 1-F Develop new programs and courses that align with the changing needs of business and industry, including programs and services focused on agriculture.*
- 1-G Create new programs and services which support developmental education needs of students and reduce the time spent in developmental education.*
- 1-H Develop new educational programs and services that meet the needs of an aging community.*

## **Strategic Direction Two**

### **Create a Culture of Innovative Learning**

**Strategic Goal 2: SPCC will develop a learner-centered culture that provides employees the resources to deliver quality instruction and support services that foster contextualized learning and allow for the measurement of academic success of learners.**

**Key Strategies:**

- 2-A Integrate appropriate general education competencies into gateway courses.*
- 2-B Develop and implement an educational master plan.*
- 2-C Expand student learning outcomes assessment to all programs and courses delivered by SPCC.*
- 2-D Increase distance learning opportunities and services.*
- 2-E Implement strategies that reduce student costs for educational materials.*
- 2-F Create a faculty-driven instructional innovation and research center to identify and implement emerging educational trends and best practices.*
- 2-G Increase professional development opportunities for all employees.*
- 2-H Increase faculty innovation and educational programming through aggressive grant development.*

## **Strategic Direction Three**

### **Increase Enrollment and Retention**

**Strategic Goal 3: SPCC will increase the enrollment, retention, persistence, and graduation rates through strengthening academic and student support services.**

**Key Strategies:**

- 3-A Implement recruitment and admission practices to increase the enrollment of all student populations.*
- 3-B Provide intrusive and holistic interventions and engagement strategies to reach all student populations.*
- 3-C Create and offer expanded test preparation and study skills workshops.*
- 3-D Implement the Quality Enhancement Plan (QEP) to improve academic advising.*
- 3-E Implement a First Year Experience (FYE) program.*
- 3-F Strengthen tutoring and Supplemental Instruction (SI).*
- 3-G Create and offer targeted test modules in mathematics, reading, English/writing.*
- 3-H Increase library resources and targeted supplemental programming to support new and enhanced programs.*

## **Strategic Direction Four**

### **Improve the Marketing Presence of the Institution**

**Strategic Goal 4: SPCC will ensure that it is recognized as the premier community college of choice in its service area.**

**Key Strategies:**

- 4-A Gather and utilize community input through focus groups, advisory boards, and community*

- connections and involvement.*
- 4-B *Develop a marketing plan to highlight the quality, value, and innovation that SPCC brings to students, business and industry, and the community.*
  - 4-C *Develop a relevant, meaningful, and consistent social media presence.*
  - 4-D *Create multiple aligned avenues to sustain dialogue with business, industry, education, and community partners.*
  - 4-E *Develop a diverse and meaningful community events series and publish a calendar to inform and encourage residents to participate in college-sponsored events.*
  - 4-F *Increase student activities to meet the interests and needs of students and encourage community participation.*
  - 4-G *Inform the community of the progress of the college and opportunities to assist through the SPCC Foundation.*

### **Strategic Direction Five** ***Improve the Quality of Operations and Services***

**Strategic Goal 5: SPCC will improve the quality of its operations and services.**

**Key Strategies:**

- 5-A *Create a strategic planning process that tracks and measures progress toward completion of key strategies.*
- 5-B *Ensure the effectiveness of the institution through ongoing accreditation activities, quality improvement efforts, and data-driven-decision making.*
- 5-C *Implement change to practices and programs based on evaluation of evidence provided to the Senior Leadership Team by the Planning Council.*
- 5-D *Reduce institutional costs through research and implementation of appropriate education and industry-driven best practices.*
- 5-E *Develop a "Quality Scorecard" to report on college progress to key constituent groups.*
- 5-F *Provide consistent and accurate documentation, evaluation, and reporting of institutional data to all stakeholders in a timely manner.*

### **Strategic Direction Six** ***Create a Collaborative College Community***

**Strategic Goal 6: SPCC will cultivate and support a collaborative environment of civility and inclusion that respects individual differences and opinions.**

**Key Strategies:**

- 6-A *Create and support methods for college constituency groups to participate in the governance of the college.*
- 6-B *Improve the method for measuring the internal climate of the college and demonstrate the use of results for quality improvement.*
- 6-C *Develop and implement a plan to involve all employees, trustees, and foundation directors in sharing the SPCC story with the public.*

## CORE SKILLS AND LEARNING OUTCOMES

South Piedmont Community College advocates Thinking, Learning, and Interacting as critical competencies for student achievement and lifelong learning in today's global economy. These critical competencies will be supported by six (6) core skills with identified measurable learning outcomes and integrated into the Learning College's instruction and activities.

To ensure the attainment of these core skills, South Piedmont Community College has established the following Core Skills Learning Outcomes:

### Written Communication

- The learner will organize and express ideas clearly through written communication in a manner appropriate for the intended audience.

### Oral Communication

- The learner will organize and express ideas clearly through oral communication in a manner appropriate for the intended audience.

### Collaboration and Teamwork

- The learner will apply the basic principles of individual or group behavior to current and future challenges of working and collaborating with others with respect to diversity and global issues.

### Technology

- The learner will choose and utilize appropriate technologies to access, organize, analyze, and communicate information.

### Analysis and Interpretation

- The learner will apply the basic principles of interpretation and analysis to synthesize information.

### Problem Solving

- The learner will apply the basic principles of mathematics and/or scientific inquiry to identify, interpret, evaluate, and solve problems.

## OUTCOMES AND ASSESSMENT

At SPCC, all students participate in the outcomes assessment process. This process helps answer the fundamental learning college question: Are you, as a student, learning? How do we, as an institution, and you, as a student, know? All curriculum programs at SPCC, from the Associate of Arts to Medical Assisting, have program outcomes, student learning outcomes, and core skill outcomes, which are assessed.

Program Outcomes answer the question, "What should graduates of this program be able to do?" Program Outcome statements focus on the big picture. All programs have outcomes that are unique to that program. Contact your program advisor to see what will be learned in your program of choice.

Student Learning Outcomes are statements that demonstrate what learning is expected in a course. These outcomes are found in course syllabi. SPCC's six (6) Core Skill Outcomes are assessed in every program, usually within general education courses.

Results of all assessments are analyzed by instructors to determine what students know and how learning can be improved. The College reserves the right to share samples of student work with regulatory and accrediting bodies.

Decisions about continuous improvement in learning are made in a systematic way using the data from the assessments submitted in TaskStream, the College's online assessment management system.

## SPCC ePORTFOLIO

Beginning in the academic year 2014-2015, each student in a curriculum degree or diploma program at South Piedmont Community College with a projected graduation date of May 2016 or later will create an ePortfolio as a graduation requirement. The SPCC ePortfolio is a web-based collection of a student's academic experiences and best college work, along with reflections that provide personal and academic contexts for the work. While students make most design and content choices for the ePortfolio, each student must include these minimum components:

- A welcome page
- A personal introduction
- Short-term and long-term learning goals
- A collection of "Showcase Artifacts" and reflections to highlight mastery of SPCC's General Education Core Skills
- A collection of "Showcase Artifacts" and reflections to highlight mastery of a student's major or program outcomes (not required by all programs)
- A page that highlights a student's additional educational experiences
- A resume

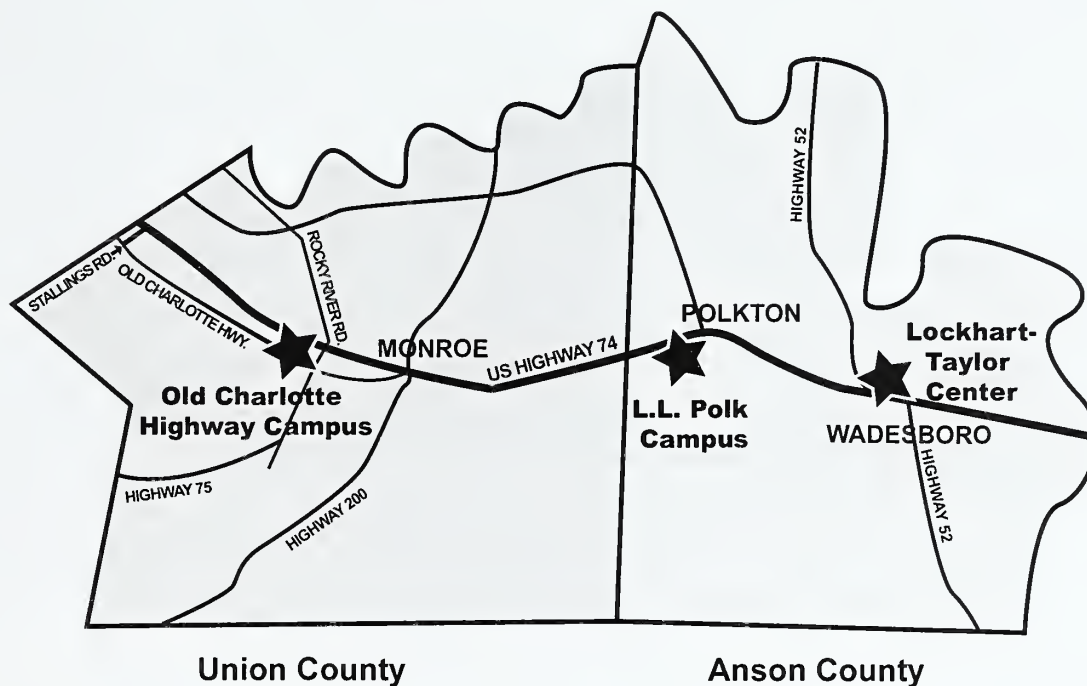
The ePortfolio reflects SPCC's commitment to promote and celebrate learning as the process that changes and improves lives. For students, the ePortfolio provides both a unique learning opportunity based on reflection and self-criticism and an opportunity to showcase personal and academic achievement to faculty, family, friends, transfer institutions, scholarship committees and potential employers.



## HOURS OF OPERATION

South Piedmont Community College offers classes, workshops, and seminars six days a week at various times and locations. The College's normal business hours are Monday through Thursday from 8 a.m. until 5 p.m. and Friday from 8 a.m. until 3 p.m. Hours may be extended during registration periods. Summer hours of operation may differ at all locations.

To obtain information regarding the College and its programs and services to the community, check our website, [www.spcc.edu](http://www.spcc.edu), or call:

**Old Charlotte Hwy. Campus, Monroe**

704-290-5100

800-766-0319

FAX: 704-290-5250

**Center for Technology and Health Education**

704-290-5100

800-766-0319

FAX: 704-290-5250

**L. L. Polk Campus, Polkton**

704-272-5300

800-766-0319

FAX: 704-272-5350

**Lockhart-Taylor Center, Wadesboro**

704-272-5300

800-766-0319

FAX: 704-272-5475

South Piedmont Community College observes the following holidays: New Year's Day, Martin Luther King, Jr. Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas



## PERFORMANCE MEASURES AND STANDARDS

In February 1999, the North Carolina State Board of Community Colleges adopted 12 performance measures for accountability. Amended in 2007, the performance measures for accountability were modified to eight (8) measures. Effective 2013 the Performance Measures for Student Success Report utilizes new measures, goals, and baselines adopted and approved June 2012. The baselines and goals will remain static for three years and will be reset in 2016.

All community colleges are required to publish their performance on the measures annually in their electronic catalog or on the Internet and in their printed catalog. The Performance Measures and the results for the 2012-2013 fiscal year are as follows:

Data Source: 2014 Performance Measures for Student Success

Performance Measure	System Goal / Baseline	SPCC's Performance
Basic Skills Student Progress	51.2% / 20.6%	47.0%
High School Equivalency Diploma Passing Rate	82.0% / 49.3%	72.2%
Developmental Student Success Rate in College-Level English courses	74.9% / 45.2%	59.5%
Developmental Student Success Rate in College-Level Math Courses	75.4% / 47.5%	61.1%
First Year Progression	74.6% / 53.2%	64.0%
Curriculum Student Completion Rate	45.6% / 28.6%	41.2%
Licensure and Certification Passing Rate	91.7% / 71.0%	84.8%
College Transfer Performance	93.8% / 71.2%	92.8%

The North Carolina Community College System website, [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu), contains details about the Performance Measures and Standards.

Visit [www.nccommunitycolleges.edu/Publications/index.html](http://www.nccommunitycolleges.edu/Publications/index.html). Click on 2014 Performance Measures for Student Success Report.

# ACADEMIC CALENDAR 2014 - 2015

SCHEDULE CHANGES WILL BE PERMITTED PRIOR TO CLASS CENSUS DATE (10 PERCENT POINT);  
DROP CLASS WITH REFUND WILL BE PERMITTED ON OR PRIOR TO CLASS CENSUS DATE

## FALL SEMESTER 2014 (16 Weeks)

August 18 .....	First Day of Classes
September 1 .....	Labor Day Holiday (College Closed)
October 14.....	Student Break (No Classes)
October 15.....	Classes Resume
October 24.....	Financial Aid Withdrawal Penalty Period Ends (16-Week Session)
November 5.....	Last Day for Student Initiated Withdrawal (16-Week Session)
November 24 - 29.....	Fall Break (No Classes)
November 26 - 29.....	Thanksgiving Holidays (College Closed)
December 1.....	Classes Resume
December 16.....	Fall Semester Ends

## FALL SEMESTER 2014 (12 Weeks)

September 16.....	First Day of 12-Week Session
October 14.....	Student Break (No Classes)
November 5.....	Financial Aid Withdrawal Penalty Period Ends (12-Week Session)
November 13.....	Last Day for Student Initiated Withdrawal (12-Week Session)
November 24 - 29.....	Fall Break (No Classes)
December 16.....	End of 12-Week Session

## FALL SEMESTER 2014 (8-Week Sessions)

August 18 .....	First Day of 1 <sup>st</sup> 8-Week Session
September 1 .....	Labor Day Holiday (College Closed)
September 19.....	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 8-Week Session)
September 25.....	Last Day for Student Initiated Withdrawal (1 <sup>st</sup> 8-Week Session)
October 13.....	End of 1 <sup>st</sup> 8-Week Session
October 15.....	First Day of 2 <sup>nd</sup> 8-Week Session
November 17.....	Financial Aid Withdrawal Penalty Period Ends (2 <sup>nd</sup> 8-Week Session)
November 21.....	Last Day for Student Initiated Withdrawal (2 <sup>nd</sup> 8-Week Session)
November 24 - 29.....	Fall Break (No Classes)
December 16.....	End of 2 <sup>nd</sup> 8-Week Session

## FALL SEMESTER 2014 (5-Week Sessions)

August 18 .....	First Day of 1 <sup>st</sup> 5-Week Session
September 1 .....	Labor Day Holiday (College Closed)
September 8.....	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 5-Week Session)

September 11 ..... Last Day for Student Initiated Withdrawal (1<sup>st</sup> 5-Week Session)  
 September 22 ..... End of 1<sup>st</sup> 5-Week Session  
 September 23 ..... First Day of 2<sup>nd</sup> 5-Week Session  
 October 13 ..... Financial Aid Withdrawal Penalty Period Ends (2<sup>nd</sup> 5-Week Session)  
 October 14 ..... Student Break (No Classes)  
 October 17 ..... Last Day for Student Initiated Withdrawal (2<sup>nd</sup> 5-Week Session)  
 October 28 ..... End of 2<sup>nd</sup> 5-Week Session  
 November 3 ..... First Day of 3<sup>rd</sup> 5-Week Session  
 November 21 ..... Financial Aid Withdrawal Penalty Period Ends (3<sup>rd</sup> 5-Week Session)  
 November 24 - 29 ..... Fall Break (No Classes)  
 December 3 ..... Last Day for Student Initiated Withdrawal (3<sup>rd</sup> 5-Week Session)  
 December 12 ..... End of 3<sup>rd</sup> 5-Week Session

### **FALL SEMESTER 2014 (4-Week Sessions)**

August 18 ..... First Day of 1<sup>st</sup> 4-Week Session  
 September 1 ..... Labor Day Holiday (College Closed)  
 September 3 ..... Financial Aid Withdrawal Penalty Period Ends (1<sup>st</sup> 4-Week Session)  
 September 5 ..... Last Day for Student Initiated Withdrawal (1<sup>st</sup> 4-Week Session)  
 September 15 ..... End of 1<sup>st</sup> 4-Week Session  
 September 16 ..... First Day of 2<sup>nd</sup> 4-Week Session  
 October 1 ..... Financial Aid Withdrawal Penalty Period Ends (2<sup>nd</sup> 4-Week Session)  
 October 3 ..... Last Day for Student Initiated Withdrawal (2<sup>nd</sup> 4-Week Session)  
 October 13 ..... End of 2<sup>nd</sup> 4-Week Session  
 October 14 ..... Student Break (No Classes)  
 October 15 ..... First Day of 3<sup>rd</sup> 4-Week Session  
 October 30 ..... Financial Aid Withdrawal Penalty Period Ends (3<sup>rd</sup> 4-Week Session)  
 November 3 ..... Last Day for Student Initiated Withdrawal (3<sup>rd</sup> 4-Week Session)  
 November 11 ..... End of 3<sup>rd</sup> 4-Week Session  
 November 12 ..... First Day of 4<sup>th</sup> 4-Week Session  
 November 24 - 29 ..... Fall Break (No Classes)  
 December 4 ..... Financial Aid Withdrawal Penalty Period Ends (4<sup>th</sup> 4-Week Session)  
 December 8 ..... Last Day for Student Initiated Withdrawal (4<sup>th</sup> 4-Week Session)  
 December 16 ..... End of 4<sup>th</sup> 4-Week Session

### **SPRING SEMESTER 2015 (16 Weeks)**

January 12 ..... First Day of Classes  
 January 19 ..... Martin Luther King Jr. Holiday (College Closed)  
 March 19 ..... Financial Aid Withdrawal Penalty Period Ends (16-Week Session)  
 March 31 ..... Last Day for Student Initiated Withdrawal (16-Week Session)  
 April 3 - 10 ..... Spring Break  
 April 3 - 5 ..... Easter Holiday (College Closed)

April 11 .....Classes Resume  
May 12 .....Spring Semester Ends  
May 14 .....Graduation

### **SPRING SEMESTER 2015 (12 Weeks)**

February 10 .....First Day of 12-Week Session  
March 31 .....Financial Aid Withdrawal Penalty Period Ends (12-Week Session)  
April 3 - 10 .....Spring Break  
April 16 .....Last Day for Student Initiated Withdrawal (12-Week Session)  
May 12 .....End of 12-Week Session

### **SPRING SEMESTER 2015 (8-Week Sessions)**

January 12 .....First Day of 1<sup>st</sup> 8-Week Session  
January 19 .....Martin Luther King Jr. Holiday (College Closed)  
February 13 .....Financial Aid Withdrawal Penalty Period Ends (1<sup>st</sup> 8-Week Session)  
February 19 .....Last Day for Student Initiated Withdrawal (1<sup>st</sup> 8-Week Session)  
March 9 .....End of 1<sup>st</sup> 8-Week Session  
March 10 .....First Day of 2<sup>nd</sup> 8-Week Session  
April 3 - 10 .....Spring Break  
April 20 .....Financial Aid Withdrawal Penalty Period Ends (2<sup>nd</sup> 8-Week Session)  
April 24 .....Last Day for Student Initiated Withdrawal (2<sup>nd</sup> 8-Week Session)  
May 12 .....End of 2<sup>nd</sup> 8-Week Session

### **SPRING SEMESTER 2015 (5-Week Sessions)**

January 12 .....First Day of 1<sup>st</sup> 5-Week Session  
January 19 .....Martin Luther King Jr. Holiday (College Closed)  
February 2 .....Financial Aid Withdrawal Penalty Period Ends (1<sup>st</sup> 5-Week Session)  
February 5 .....Last Day for Student Initiated Withdrawal (1<sup>st</sup> 5-Week Session)  
February 16 .....End of 1<sup>st</sup> 5-Week Session  
February 17 .....First Day of 2<sup>nd</sup> 5-Week Session  
March 9 .....Financial Aid Withdrawal Penalty Period Ends (2<sup>nd</sup> 5-Week Session)  
March 12 .....Last Day for Student Initiated Withdrawal (2<sup>nd</sup> 5-Week Session)  
March 23 .....End of 2<sup>nd</sup> 5-Week Session  
March 24 .....First Day of 3<sup>rd</sup> 5-Week Session  
April 3 - 10 .....Spring Break  
April 21 .....Financial Aid Withdrawal Penalty Period Ends (3<sup>rd</sup> 5-Week Session)  
April 24 .....Last Day for Student Initiated Withdrawal (3<sup>rd</sup> 5-Week Session)  
May 5 .....End of 3<sup>rd</sup> 5-Week Session

### SPRING SEMESTER 2015 (4-Week Sessions)

January 12.....	First Day of 1 <sup>st</sup> 4-Week Session
January 19.....	Martin Luther King Jr. Holiday (College Closed)
January 28 .....	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 4-Week Session)
January 30 .....	Last Day for Student Initiated Withdrawal (1 <sup>st</sup> 4-Week Session)
February 9.....	End of 1 <sup>st</sup> 4-Week Session
February 10.....	First Day of 2 <sup>nd</sup> 4-Week Session
February 25.....	Financial Aid Withdrawal Penalty Period Ends (2 <sup>nd</sup> 4-Week Session)
February 27.....	Last Day for Student Initiated Withdrawal (2 <sup>nd</sup> 4-Week Session)
March 9 .....	End of 2 <sup>nd</sup> 4-Week Session
March 10 .....	First Day of 3 <sup>rd</sup> 4-Week Session
March 25 .....	Financial Aid Withdrawal Penalty Period Ends (3 <sup>rd</sup> 4-Week Session)
March 27 .....	Last Day for Student Initiated Withdrawal (3 <sup>rd</sup> 4-Week Session)
April 3 - 10.....	Spring Break
April 14 .....	End of 3 <sup>rd</sup> 4-Week Session
April 15 .....	First Day of 4 <sup>th</sup> 4-Week Session
April 30.....	Financial Aid Withdrawal Penalty Period Ends (4 <sup>th</sup> 4-Week Session)
May 4.....	Last Day for Student Initiated Withdrawal (4 <sup>th</sup> 4-Week Session)
May 12.....	End of 4 <sup>th</sup> 4-Week Session

### SUMMER TERM 2015 (8 WEEKS)

May 27.....	First Day of Classes
June 11.....	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 4-Week Session)
June 16.....	Last Day for Student Initiated Withdrawal (1 <sup>st</sup> 4-Week Session)
June 23.....	End of 1 <sup>st</sup> 4-Week Session
June 24.....	First Day of 2 <sup>nd</sup> 4-Week Session
June 30.....	Financial Aid Withdrawal Penalty Period Ends (8-Week Session)
July 6.....	Independence Day Holiday Observed (College Closed)
July 7 .....	Last Day for Student Initiated Withdrawal (8-Week Session)
July 13 .....	Financial Aid Withdrawal Penalty Period Ends (2 <sup>nd</sup> 4-Week Session)
July 15 .....	Last Day for Student Initiated Withdrawal (2 <sup>nd</sup> 4-Week Session)
July 22.....	End of Summer Term



# ADMISSIONS

## Admissions Policy

South Piedmont Community College subscribes to the “open door” policy established by the North Carolina Community College System. The College will admit all applicants who:

- Are 18 years old or older **and/or**
- Have a high school diploma or high school equivalency.

Please note that admission to the College does not guarantee admission to specific programs of the College. Students must meet additional requirements for the programs. These requirements can be found in the Admissions Procedures.

The College serves all students regardless of race, color, sex, creed, national origin, age, or disability.

SPCC reserves the right to deny admission to any applicant during any period of time that the student is suspended or expelled from another educational entity.

SPCC also reserves the right to deny admission to any applicant or student to programs physically offered on high school locations that require compliance with the Jessica Lunsford Act.

## Admissions Procedures and Information

New students are urged to **complete the admissions process at least two (2) weeks prior to registration and apply for financial aid at least eight (8) weeks prior to registration**. If you are applying to an SPCC health program, refer to [www.spcc.edu](http://www.spcc.edu) for the admissions requirements for that specific health program.

Students interested in pursuing a program of study/major **MUST** complete all admissions requirements prior to first-time enrollment. Once all admissions requirements listed below are complete, you will be placed into your program of study and may receive financial aid if eligible. Anyone wishing to register for classes prior to completing his/her admissions file may do so as a Special Credit student. **Special Credit students are not eligible for financial aid**. To ensure your financial aid is in place, make sure your admissions file is complete at least two (2) weeks prior to registration.

### Complete the SPCC Application for Admission

- You may complete an application for admission online at [www.spcc.edu](http://www.spcc.edu). Click on Student Resources>Admissions. If you already have an account with CFNC, use your login information to fill out SPCC's application. If you do not have an account with CFNC, you may create one prior to filling out the application. If you do not have access to the Internet, you may use our library to complete this part of the process.

### Submit official high school, high school equivalency, or Adult High School transcript

- It is your responsibility to request this transcript from the appropriate educational institution. It is also your responsibility to pay any applicable fees to the appropriate institution.
- Official transcripts should be mailed directly from the high school, high school equivalency office, or adult high school to SPCC. Unofficial (student issued, faxed, or e-mailed) transcripts will not be accepted.
- If you graduated from the high school equivalency program at South Piedmont Community College, you may request a copy of your scores from SPCC's Basic Skills Department in lieu of an official transcript.

- If you plan to submit a high school transcript from non-public institutions or online high school programs, you must contact South Piedmont Community College's Admissions Office to determine if the transcript is acceptable for admission into your program of study.

**Submit official transcripts from all colleges listed on your admissions application**

- A Request for Transcript Evaluation Form must be completed and sent to the Registrar for evaluation of prior course credit.
- Transcripts may be sent from the college electronically through a secure provider such as E-scrip, National Student Clearinghouse, ScripSafe, etc. Contact your college for details.
- All foreign transcripts (secondary and post-secondary) must be evaluated by an authorized evaluation agency at your expense.
- A college transcript waiver may be available for extenuating circumstances.

**Prepare for and take the College Placement Test (CPT)**

- Testing times and dates vary depending on the type of test and campus location. Testing dates and times can be found at [www.spcc.edu](http://www.spcc.edu). Click on Student Resources>Testing Center. We strongly recommend preparing for the test using the study guide found on our website at [www.spcc.edu](http://www.spcc.edu). The purpose of the College Placement Test (CPT) is to enhance your success as an SPCC student. It helps you, as a new student, determine your skills in reading, English, mathematics, and computers. Skills identified through the test, along with advisor guidance, will help place you in the most appropriate course for your success. CPT scores are valid for five (5) years.

**Complete the New Student Orientation**

- New Student Orientation can be completed at [www.spcc.edu](http://www.spcc.edu). Click on Student Resources>Orientation. This is a short video which requires Flash Player. At the end, you will be asked to answer a few questions and prompted to provide your information to track completion. You must answer all questions correctly; make sure you are paying attention.

**Reapplication to the College**

If you have withdrawn in good standing and/or have not enrolled for a period of five (5) years or more, you must reapply for admission to the College. Copies of academic transcripts and placement tests may be required. If you have been suspended for academic or disciplinary reasons, you must consult with the Vice President of Student Services.

**Admission of High School Students****Career and College Promise**

Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012.

Career and College Promise (CCP) provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. North Carolina community colleges may offer the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

- A College Transfer Pathway leading to a minimum of 30 hours of college transfer credit;
- A Career and Technical Education Pathway leading to a certificate, diploma, or degree;
- A Cooperative Innovative High School Pathway approved under Part 9 of Article 16 of Chapter 115D of the General Statutes.

Links to the following web pages with information on Career and College Promise are listed below. Each web page targets a specific audience.

- North Carolina Community College System Office's CCP web page:  
[www.nccommunitycolleges.edu/programs/ccp/](http://www.nccommunitycolleges.edu/programs/ccp/)
- North Carolina Department of Public Instruction's CCP web page:  
[www.ncpublicschools.org/ccpromise/](http://www.ncpublicschools.org/ccpromise/)

### **Early College High School**

South Piedmont Community College in collaboration with the Anson County School System and the Union County School System offers Early College High School programs for students living in each county. Early College High Schools are classified as cooperative innovative high schools under the Career and College Promise program. Students apply for admission to Anson County Early College (ACEC) or Union County Early College (UCEC) in the eighth grade. Students enter the Early College program as freshmen and earn a high school diploma and a two-year Associate Degree in Arts or Associate Degree in Science within five (5) years. SPCC tuition is paid for ACEC and UCEC students. Upon graduation, students then apply to transfer to the college or university of their choice.

### **Admissions for Allied Health and Nursing Programs**

If you are seeking admission into an SPCC health program, you will be required to meet all health program admissions criteria and be officially accepted into the health program prior to taking program-specific health classes. Each program has different admissions criteria. Refer to the specific Allied Health or Nursing Admissions Requirements booklet for the health program in which you seek admission. These booklets may be found in the offices of Enrollment Services in the Student Services Division of SPCC or on the website at [www.spcc.edu](http://www.spcc.edu). Click on Student Resources>Admission to Health Programs

### **Admission of International Students (Documented)**

South Piedmont Community College considers admissions to documented foreign nationals. The following must be completed and submitted to the Admissions Office prior to enrollment:

- SPCC Application for Admission
- System Data Gathering Form
- Residency Application Form
- Permanent Resident Alien Card (or other acceptable documentation)

SPCC is not able to issue I-20s to international students.

In order to be considered for in-state tuition rates, any Documented Foreign National applicant must provide convincing documentation that he/she intends to make North Carolina his/her domicile (see Residency Classification for Tuition Purposes in the Registration and Financial Information section of this catalog).

South Piedmont Community College does not have housing facilities, living accommodations, or associated support programs for individuals from other countries. You are responsible for your own transportation.

### **Admission of International Students (Undocumented)**

The North Carolina Community College System advised in Memorandum CC10-026 (effective June 10, 2010) that community colleges should admit or enroll undocumented immigrants only as follows:

- Undocumented immigrants who are high school students may enroll in college-level courses consistent with the Career and College Promise policy. Participation in this program is not based on legal residence, but on attendance in a North Carolina high school. These courses are open to all



high school students attending high school (public, private, or home school) located in the state who meet the eligibility criteria.

- Undocumented immigrants may enroll in non-college level courses or programs including high school equivalency preparation courses, Adult Basic Education, Adult High School, English as a Second Language and other continuing education courses less than college level.
- Undocumented or battered illegal immigrants who have been determined to meet one of the qualifying conditions in Federal Law, 8 USC Section 1641 are eligible for college-level courses. It is the applicant's responsibility to produce sufficient written documentation to satisfy the College that the applicant is eligible for post-secondary education benefits.
- Undocumented immigrants must have attended and graduated from a United States public high school, private high school, or home school that operates in compliance with state and local law. Undocumented immigrants with a high school equivalency diploma are not considered to be "graduated from a United States public high school, private high school, or home school" and therefore are not eligible to be admitted.
- Undocumented immigrants who are registered into a class are required to pay the out-of-state tuition rate. The College shall not enroll undocumented students into a class or program of study for which there are waiting lists, nor register undocumented students for classes until the conclusion of the last published (i.e., late) registration period.

### **College Placement Testing**

The purpose of the College Placement Test (CPT) is to enhance your success as a student at South Piedmont Community College. It helps you, as a new student, determine your skills in English, reading, mathematics and computer skills. Skills identified through the CPT, along with counselor or advisor guidance, will help with placement in the most appropriate courses for your success. CPT scores are valid for five (5) years.

All associate degree, diploma, certificate, special credit, high school, and health program applicants must complete the CPT (Reading, English, Mathematics and Computer Skills) prior to registration. All degree and diploma students must meet all CPT requirements prior to completing their program of study. Students transitioning from a certificate program into a diploma or degree program must meet the DMA 040 or MAT 070 requirement even if there is no math course in the program.

**SPCC CPT Score Report/Academic Assessment**

Placement	Minimum Required Score
<b>Temporary English/Reading Cut Score:</b>	
Counselor Referral	Below 104
DRE 096	104
DRE 097	117
DRE 098	136
ENG 111	151
<b>Computer Skills:</b>	
CIS 110	80
<b>Mathematics:</b>	
Counselor Referral	1 - DMA 010; 6 or below - all other DMA sections
DMA 010	7
DMA 020	7
DMA 030	7
DMA 040	7
DMA 050	7
DMA 060	7
DMA 070 and DMA 080	Based on DMA 060 score

**CPT Exemptions**

All new students applying to a curriculum program are required to take the CPT unless they qualify for a CPT Waiver through one of the following options:

**Multiple Measures Waiver for North Carolina High School Graduates**

As evidenced by an official high school transcript, a student must have:

- Graduated within five (5) years of starting classes at SPCC
- Achieved an un-weighted GPA of 2.6 or higher
- Completed a fourth level math course  
(Advanced Functions and Modeling, Analytical, Geometry, AP Statistics, Calculus, Discrete Mathematics, Integrated Mathematics IV, Mindset, Pre-Calculus, Probability and Statistics, Trigonometry, or International Baccalaureate Mathematics)

**Standardized Test Scores**

As evidenced by official SAT or ACT test score reports that were taken within five years of starting classes at SPCC, a student must meet following scores:

SAT	Minimum Score	CPT Section Waived
Critical Reading	500	Reading/English
Writing	500	Reading/English
Mathematics	500	Math
ACT	Minimum Score	CPT Section Waived
Reading	22	Reading/English
English	18	Reading/English
Mathematics	22	Math



**College-Level Transfer Credit**

As evidenced by an evaluated official college transcript, student must have completed a college-level English and/or math from a regionally accredited institution with a grade of "C" or higher within ten (10) years of enrolling at SPCC. All transfer credit must be officially transferred in by the Registrar's Office before any CPT waiver will be awarded. SPCC Transcript Evaluation forms must be submitted to allow the Registrar to evaluate the official college transcript.

**Transferable Developmental Course Credit**

As evidenced by an evaluated official college transcript, student must have completed all program required developmental level courses in English and/or math from a regionally accredited institution with a grade of "C" or higher within three (3) years of enrolling at SPCC. All transfer credits must be officially transferred in by the Registrar's Office before any CPT waiver will be awarded. SPCC Transcript Evaluation forms must be submitted to allow the Registrar to evaluate the official college transcript.

**Advanced Placement (AP) and College Level Exam Program (CLEP) Waivers**

Exception will be allowed as evidenced by official score reports for required English and/or math sent to SPCC directly from Advanced Placement (AP) or College Level Exam Program (CLEP) agencies. Scores vary by test and subject area. Visit AP or CLEP websites for full details.

**Bachelor's Degree Waiver**

As evidenced by an official college transcript, applicants who have completed a bachelor's degree or higher will be exempt from taking the placement test. Credit for college-level classes taken as part of a bachelor's degree must meet the time limit requirements as set forth in the "Transfer of Credit" section of the SPCC catalog. Students wishing to pursue a Transfer Credit Appeal are required to complete the CPT as the first step in the appeal process.

Students must present all appropriate documentation when requesting a waiver. Students who qualify for a waiver in either English or math, but not both, will need to complete the CPT section not exempted. Transcripts are considered to be "official" when issued in a sealed, unopened envelope by the granting institution. If you have questions about whether the transcript you have on hand may be considered as an official copy, contact the Admissions Office.

You must show proof of ID (State, Federal, or College ID) before admission to the Testing Center. Minors without proper ID must contact the Testing Center prior to testing. The Testing Center staff will offer "pre-test" advisement to you regarding the serious nature of the test. Test resources and study materials are available on the SPCC website [www.spcc.edu](http://www.spcc.edu). Click on Student Resources>Testing Center>CPT Test Prep Resources.

Once you have completed the College Placement Test, the Testing Center staff will refer you to a counselor or to an advisor in the Advising Center for further assistance. Contact one of the following for Testing/Assessment information:

L. L. Polk Campus:	Admissions/Testing Specialist	704-272-5338
Old Charlotte Highway Campus:	Admissions/Testing Specialist	704-290-5841
	Assistant Director, Admissions/Testing	704-290-5847

**Placement Testing for Distance Learning Students**

Students outside the College's service area should contact the Assistant Director of Admissions and Testing for information on College Placement Testing at 704-290-5847.

## CPT Retest Procedures

You may be granted ACCUPLACER retest permission by the Testing Center if the following applies:

- You took original test section within five (5 ) years **AND**
- Your score is within two points of mastering DMA section or progressing to next DRE section **AND**
- You have completed one of the following remediation actions:
  - Minimum of eight (8) hours tutoring documented by the Academic Support Center
  - Completion of at least four (4) content area modules documented by Khan Academy log printout
  - Completion of at least one third of workbook for subject
- You paid \$2.00 retest fee per section
  - A student is permitted one (1) retest per test section (DMA or DRE) as long as the scores are valid (five years).
  - A student may retest free of charge if appropriate test section was taken over five (5) years ago or a special circumstance exists.

Students retesting must provide Retest Authorization form, documentation of remediation, receipt, and a photo ID at the time of the retest, at which time the Testing Center staff will ensure eligibility. Testing coordinators and/or the Assistant Director, Admissions and Testing, reserve the right to disallow a retest if validity of a request is questioned.

## TABE Retest Guidelines

You may be granted TABE retest permission by the Testing Center if the following applies:

- You took original test section within one (1) year **AND**
- You have completed one of the following remediation actions:
  - Minimum of eight (8) hours tutoring documented by the Academic Support Center
  - Completion of all content area modules documented by Khan Academy log printout
  - Completion of at least one third of workbook for subject
- You paid \$3.00 retest fee per section
  - A student is permitted one (1) retest per test section every six (6) months
  - A student may retest free of charge if the test section was taken over one (1) year prior

Students retesting must provide Retest Authorization form, documentation of remediation, receipt, and a photo ID at the time of the retest, at which time the Testing Center staff will ensure eligibility. Testing coordinators and/or the Assistant Director, Admissions and Testing, reserve the right to disallow a retest if validity of a request is questioned.

## Acceptance of Credit

SPCC evaluates, awards, and accepts credit for transfer, credit by exam, credit by nationally recognized industry credential, and advanced placement. The College ensures that all associated coursework and learning outcomes are at the collegiate level and comparable to those for SPCC degree programs.

All requests for transfer credit should be made before enrolling at South Piedmont Community College. In order to obtain transfer credit evaluations, a student must complete a Request for Transcript Evaluation form and supply the College with appropriate transcripts as well as course descriptions or catalogs if the College requests them.

Students who have completed coursework at other colleges and universities should submit official transcripts of all post-secondary work. Proficiency credits from other institutions will not be accepted. Transfer credit may be awarded for appropriate military courses based on American Council on Education (ACE) recommendation. If a student submits transcripts from foreign universities, it is his or her responsibility to provide accurate translations from an approved evaluation agency (e.g., WES) of the

(a) transcript, (b) course descriptions, and (c) grading system. Credit will be evaluated in the context of the current SPCC college catalog and awarded according to the following criteria:

- Prior coursework must correspond in instructional hours and content and must be substantially similar to SPCC courses required in the degree, diploma, or certificate being sought. Quarter-hour courses must equate to the semester-hour equivalent of the current required course, either by a combination of courses or as standalone by using the 3:2 ratio (2/3). Coursework must have been completed at a regionally accredited college recognized by the Commission on Colleges or other nationally known accrediting body.
- Coursework must have been completed with a "C" or better.
- The time frame for accepting transfer credit is ten (10) years for general education courses, five (5) years for vocational, computer and technical courses, and three (3) years for developmental courses.
- Transfer students must meet Residency Requirements for Graduation.

The decision as to how much, if any, transfer credit will be awarded and how such transfer credit will be applied is discretionary on the part of the College. The College reserves the right to disallow credit from another institution if the course is deemed to be obsolete or outdated.

A student may petition the Registrar to have related coursework outside the above time frame evaluated. Detailed course descriptions must be provided by the student. The College Placement Test may be used to determine a student's ability to complete required coursework. Students who place out of developmental courses may have coursework outside the above time frame evaluated for consideration of transfer credit.

### **Noncredit to Credit Policy**

South Piedmont Community College awards curriculum credits for non-credit work. This includes nationally recognized industry credentials, credit by examination, approved Continuing Education courses, or through provisions identified in numbered memos and/or guidance from the North Carolina Community College System, and/or when a state-approved bridging program is in place.

Students interested in receiving curriculum credits for non-credit work (continuing education courses, state or national licenses) may obtain information from the Registrar's Office at the time of admission.

### **Comprehensive Articulation Agreement**

The 2014 Comprehensive Articulation Agreement (CAA), approved February 2014, between the State Board of the North Carolina Community College System and the Board of Governors of the University of North Carolina establishes the procedures for governing the transfer of credits for students who transfer from a North Carolina Community College to a constituent institution of the University of North Carolina. The CAA does not address admission to a specific institution or to a specific major within an institution.

To be eligible for the transfer of credits under the CAA, the student must graduate from the community college with an Associate in Arts (AA) or an Associate in Science (AS) degree and have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale and a grade of "C" or better in all CAA courses. Students who do not complete the degree are eligible to transfer credits on a course-by-course bases.

Additionally the Independent Comprehensive Articulation Agreement allows for transfer of Associate in Arts and Associate in Science degree program credits to some private institutions. For more information regarding the transfer status of specific courses and curricula, visit the Future Students section on the SPCC Website or contact the senior institution.



## **Advanced Placement (AP) Course Credit**

Applicants to SPCC may request transfer credit for subjects taken in high school if they have a designation of Advanced Placement and appropriate score on an Advanced Placement exam at the end of the course. Credit must be applicable to your current degree or diploma requirements. Advanced credit must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded. Official documentation verifying test scores is required. All approved and recorded Advanced Placement credit will be assigned a grade of "AP".

The time frame for accepting AP transfer credit is ten (10) years for general education courses. The time frame for technical and computer courses is five (5) years.

## **College Level Examination Program (CLEP) Credit**

Applicants to SPCC may request transfer credit for subjects covered under placement examinations. The College Level Examination Program (CLEP) subject area exams may be evaluated for SPCC college credit. Test scores must meet ACE (American Council on Education) recommendations. Credit must be applicable to your current degree or diploma requirements and must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded. Official documentation verifying test scores is required.

The time frame for accepting CLEP transfer credit is ten (10) years for general education courses. The time frame for technical and computer courses is five (5) years.

## **Tech Prep Credit**

In cooperation with the local high schools, South Piedmont Community College participates in and supports the Tech Prep (Technical Preparation) program. Pertaining to credit for Tech Prep, the College adheres to the North Carolina High School to Community College Articulation Agreement as set forth by the North Carolina Community College System and the NC Department of Public Instruction. The Tech Prep program is a course of study for high school students designed to meet the needs for a more technically oriented educational background. Through a blending of higher level academic and vocational courses, Tech Prep prepares students for the advanced courses required by South Piedmont Community College.

Requirements for the Tech Prep advanced placement are:

- Earn a grade of "B" or higher in the course at the high school level and
- Score a 93 or higher on the course post-assessment

In order to receive credit as per the agreement, you must enroll at the community college within two years of your high school graduation date and immediately notify the Registrar of your Tech Prep status.

Courses accepted for advanced placement will appear on your transcript. All approved and recorded Tech Prep credit will be assigned a grade of "TP".

## **Educational Experiences in the Armed Services Credit**

It is the policy of South Piedmont Community College to award credit for training experiences in the Armed Services. Such experiences must be certified by the American Council on Education. Credit will be given on the basis of individual evaluation by the Registrar. Creditable military experience must closely correspond to courses in the South Piedmont Community College curriculum for which you are applying. College credit earned while in the Armed Services must be substantiated with an official transcript of coursework from the Department of Defense or applicable college.

## International Transcript Credit

International transcripts require an official English translation. If your college or university transcripts are not from the United States, you must have an International Transcript Evaluation completed by an evaluation agency at your expense. Submit your transcript, course descriptions, and the grading system to an agency recognized by the National Association of Credential Evaluation Services (NACES), World Education Services (WES), or International Education Evaluations, Inc. (IEE) for an international evaluation. A letter grade of "A," "B," or "C" and earned credit hours must be provided for each course. Course equivalencies based on terms such as "Excellent" or "Good" are not acceptable. If you submit transcripts from foreign universities, it is your responsibility to provide accurate translations of (1) the transcript, (2) course descriptions, and (3) the grading system.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974

The Family Educational Rights and Privacy Act of 1974 grants to you certain rights, privileges, and protections relative to individually identifiable student educational records which are maintained by SPCC. Specifically, SPCC has adopted the following general guidelines and specific procedures on access to and release of student records to officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34 (§99.31 (a)(2)).

### Directory Information

Certain information is considered to be "directory information" and may be used for directory purposes unless you specifically request directory information to be protected. SPCC may, but is not required, include all of the information listed. In accordance with the Family Educational Rights and Privacy Act (FERPA), directory information relating to a student includes the following:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

### Right of the College to Refuse Access

SPCC reserves the right to refuse to permit you to inspect the following records:

- Financial statement of your parents
- Letters and statements of recommendation for which you have waived your rights of access or which were filed before January 1, 1975
- Confidential letters and statements of recommendation concerning admission, employment, honor or honorary recognition if you have signed a waiver of your right of access
- Record being withheld for failure to meet financial obligations



**Disclosure of Educational Records**

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Educational Records means those records, files, documents, and other materials that contain information directly related to a student and are maintained by SPCC or by any person acting for the College. Not included in the term "educational records" are records of instructional, supervisory, and administrative personnel and records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his/her professional capacity. Any student has the right to his/her educational records. This includes the right to:

- Inspect and review the contents of these records.
- Obtain copies of those records at the cost of reproducing those copies.
- A response from the custodian of the records to reasonable requests for explanations and interpretations of those records.
- An opportunity for a hearing to challenge the content of those records.

**Disclosure of Educational Records to Third Parties**

SPCC will disclose information from a student's educational records only with the written consent of the student, except to:

- School officials (administrators, professional staff, faculty, and Board of Trustee members) who have a legitimate educational interest in the records.
- Certain officials of the U.S. Department of Education, the Controller General, and state and local education programs.
- Comply with a judicial order or a lawfully issued subpoena, only after a reasonable effort has been made to notify the student involved of such order.
- Appropriate parties in a health or safety emergency.
- Accrediting agencies if the information is necessary to the accrediting organization in order to carry out their accrediting function.

For additional information pertaining to the Family Educational Rights and Privacy Act (FERPA), consult the Registrar or Vice President of Student Services.

**Destruction of Records**

Disciplinary, college activity, and various other records are periodically destroyed. SPCC assumes no obligation to provide you the information contained in such records following their destruction.

**FERPA Exceptions**

The only exceptions to this rule of confidentiality are the following:

1. If you are clearly likely to do physical harm to another person in the near future, it is your counselor's duty to warn the person involved. This step would be taken as a last resort and only if absolutely necessary.
2. If you are clearly likely to do physical harm to yourself in the near future, it is your counselor's duty to contact others. This step would be taken as a last resort and only if absolutely necessary.
3. If you share information about the abuse or neglect of any juvenile(s) or disabled adult(s), your counselor may be required by state law to report that information to the Department of Social Services.
4. If ordered to do so by a judge as part of judicial proceedings.



# REGISTRATION AND FINANCIAL INFORMATION

## REGISTRATION

Once you have completed the admissions process, you are ready to register for classes during the registration times listed on the SPCC website, [www.spcc.edu](http://www.spcc.edu). New students must meet with a counselor or Advising Center advisor to register. Advising Centers are available at both the L. L. Polk campus and the Old Charlotte Highway campus and are staffed with SPCC faculty and staff to assist you in the advising and registration process. Currently enrolled students may register through WebAdvisor or in person. Registration is conducted online via <http://go.spcc.edu>. This website gives you access to online registration, grades, advising, financial aid, class schedules, college updates, and more. Visit <http://go.spcc.edu>. Enter your Username and Password if you are a current student. Click on Active Campus Portal. Under the WebAdvisor tab, click on "Registration." Then select "Search for Sections" or "Search and Register" to begin your online registration.

Access to the registration system may be blocked if a financial or academic hold has been placed on your record. Some classes require special permission to register. You are responsible for paying for all scheduled classes by the published due date.

### Gmail Accounts

South Piedmont Community College provides you with an e-mail account through Google e-mail, also known as Gmail. Gmail accounts will be the primary tool for instructors and staff to communicate with you regarding important announcements and official College business. Therefore, you should access the Gmail account regularly so important information and/or dates are not missed. Gmail accounts are the property of SPCC and may be accessed to verify disputed information.

Gmail is accessible through this link: <http://partnerpage.google.com/students.spcc.edu>. Instructions for setting up your Gmail account may be found on the SPCC website at [www.spcc.edu](http://www.spcc.edu).

### Schedule Changes

If you decide that the course load you've registered for may be too heavy or too light, you may visit the Advising Center or go online to WebAdvisor to drop or add courses during the Schedule Change period without grade penalty. The Schedule Change period is published in the Academic Calendar in this catalog and is posted on SPCC's website. You must contact the Advising Center or a counselor to drop your last registered class as this option is not available online in WebAdvisor.

NOTE: If the course you wish to take has a prerequisite or a corequisite, you are required to meet those course requirements. All prerequisites must have been satisfactorily completed before registering for the course. When dropping a course with a corequisite, both the corequisite and the course requiring the corequisite must be dropped. Refunds are processed according to the State Board of Community Colleges Code 1E SBCCC 300.99.

## TUITION AND FEES

Tuition for in-state and out-of-state residents is set by the North Carolina General Assembly and is subject to change by the NC General Assembly without notice. Fees are set by the North Carolina General Assembly, the North Carolina State Board of Community Colleges, and/or the South Piedmont Community College Board of Trustees and are subject to change without notice.

## Residency Classification for Tuition Purposes

The tuition charge for persons who have been legal residents of North Carolina for at least 12 months is less than for non-residents. G.S. 116-431.1 of NC General Statutes covers the requirements for the determination of resident status for tuition purposes. A portion of G.S.116-143.1 is quoted as follows:

To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his/her classification as a resident for tuition purposes. To be eligible for classification as a resident for tuition purposes, a person must establish that his/her presence in the State currently is, and during the requisite 12-month qualifying period, was for purposes of maintaining a bona fide domicile rather than to maintain a mere temporary residence or abode incident to enrollment in an institution of higher education.

An individual shall not be classified as a resident for tuition purposes "...until he/she has provided such evidence related to legal residence and its duration as may be required by officials of the institution..."

Information relating to claimed North Carolina residence for tuition purposes shall be required from all applicants claiming to be North Carolina residents, and a determination shall be made by the Admissions Office as to whether or not the applicant qualifies for in-state tuition rates. Should the ruling be contrary to the applicant's expectation, it may be appealed to the State Residence Committee. In the event that an appeal is deemed necessary, full information on procedures shall be provided by the Dean of Enrollment Services.

The burden of establishing facts that justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification.

Decision by the College will be based on the requirements of the General Statutes of North Carolina and regulations specified in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes."

## In-State Tuition

In-state tuition is \$72.00 per semester hour of credit plus fees up to 16 semester credit hours. Students taking 16 or more semester credit hours:

Tuition (maximum)	\$1,152.00
Technology Fee (maximum)	16.00
Activity Fee (maximum)	32.00
Accident Insurance	1.65
Academic Support Fee (maximum)	20.00
Learning College Portfolio Fee	15.00
Total	\$1,236.65

## Out-of-State Tuition

Out-of-state tuition applies to any student whose legal residence is outside of North Carolina (see Residency Classification for Tuition Purposes). Out-of-state tuition is \$264.00 per semester hour of credit plus fees up to 16 semester credit hours. Students taking 16 or more semester credit hours:

Tuition (maximum)	\$4,224.00
Technology Fee (maximum)	16.00
Activity Fee (maximum)	32.00
Accident Insurance	1.65
Academic Support Fee (maximum)	20.00
Learning College Portfolio Fee	15.00
Total	\$4,308.65



## Technology Fee

The Technology Fee is \$1 per semester hour up to a maximum of \$16 for 16 or more semester hours. This fee is used to support the procurement, operations, and repair of computers and other instructional technology including supplies and materials that support the technology.

## Activity Fee

The Activity Fee supports cultural activities, entertainment, and recreational activities sponsored by the Student Government Association. This fee is \$2 per semester hour up to a maximum of \$32 for 16 or more semester hours.

## Accident Insurance

The College provides all students who pay the \$1.65 student accident insurance fee with accidental injury, accidental death, and dismemberment insurance while on campus or while participating in off-campus, College-sponsored and/or supervised activities. This is a limited supplemental policy.

## Academic Support Fee

The Academic Support Fee is \$6.00 for 1 to 3 credit hours per semester, \$12.00 for 4 to 6 credit hours, \$18.00 for 7 to 9 credit hours, and a maximum of \$20.00 for 10 or more credit hours per semester. This fee supports the efforts of providing academic support to students through tutoring services. The Academic Support Fee is required and payable with tuition.

## Learning College Portfolio Fee

The Learning College Portfolio Fee is \$15 per student, per semester. This fee helps to offset the cost of assessment tools provided by the Student Learning Division. The \$15 Learning College Portfolio Fee is required and payable with tuition.

## Lab Fees

A \$15 per semester lab fee is charged for certain courses with lab hours. A \$10 per course fee is charged for online courses. A \$5 per course fee is charged for blended courses.

## Special Fees

Additional fees may be charged for some programs (e.g., equipment fees, liability insurance, etc.). SPCC does not charge a fee associated with verification of the identity of online students. Should the need arise, students will be notified of any fees associated with identity verification at the time of registration through standard venues for curriculum fee notifications.

## Payment of Tuition and Fees

After you have registered, you must pay your tuition and fees. These may be paid with cash, check, money order, credit card, or through the approved SPCC payment plan. Check the SPCC website at [www.spcc.edu](http://www.spcc.edu) or contact the Business Office at 704-272-5348, 704-272-5358, or 704-290-5849 for additional information.

With a valid driver's license, personal checks are electronically processed upon receipt. Returned checks incur a fee of \$25. SPCC accepts credit card payment by phone from the cardholder only.

If you have an unpaid balance on your student account at the end of a semester, you will receive a bill in the mail from SPCC's Business Office. If the matter is not resolved within 30 days, your account will be

turned over to the North Carolina Attorney General's office for collection proceedings. If the matter still is not resolved within the next 30 days, the account is reported to a collection agency for further collection proceedings. The North Carolina Department of Revenue is also notified of the debt. If it becomes necessary for South Piedmont Community College to refer an unpaid balance to a collection agency, you will be expected to pay all fees associated with the collection in addition to the unpaid balance.

### **Textbooks and Other Costs**

You will be expected to purchase textbooks and supplies for classes in your program of study. The SPCC bookstores on the L. L. Polk campus and on the Old Charlotte Highway campus sell textbooks and supplies. Information on textbook refunds, textbook rental and textbook buy-backs is available at the bookstores. You may contact the L. L. Polk campus bookstore at 704-272-5376 or the Old Charlotte Highway campus bookstore at 704-290-5848.

### **Refund Policy**

Refunds are processed under the North Carolina Community College System refund policy.

- SPCC will refund 100% of the tuition paid if the College cancels a class or if you drop class(es) before the first day of the semester.
- SPCC will refund 75% of the tuition paid if you drop the class(es) on or prior to class census date. If classes are dropped on or prior to class census date, you are responsible for paying 25% of the tuition. NOTE: Financial aid will not pay the 25%.
- Tuition refunds will not be granted if you withdraw after the class census date, even if you have not attended any class.
- Refunds will not be made in the amount of \$5 or less.

### **Military Tuition Refund**

Upon request by the student and appropriate documentation, the College will grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations taking place outside the state of North Carolina that make it impossible for that student to complete his/her course requirements during the current semester or term.

### **Death of Student Refund**

In the event of a student's death during a semester or term, all tuition and fees the student had paid that semester or term may be refunded to the estate of the deceased.

## **FINANCIAL AID**

To apply for financial aid, you must complete the *Free Application for Federal Student Aid* (FAFSA). You may choose any of the following methods to file a FAFSA: (1) Log in to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and apply online (recommended); (2) Complete a PDF FAFSA obtained online at [www.fafsa.ed.gov/options.htm](http://www.fafsa.ed.gov/options.htm) which must be mailed in for processing; or (3) Request a paper FAFSA by calling 1-800-4-FED-AID (1-800-433-3243) or 319-337-5665. If you are hearing impaired, you may contact the TTY line at 1-800-730-8913.

Always be sure to list South Piedmont Community College's school code (007985) in Step 6 of the FAFSA to ensure the South Piedmont Community College Office of Financial Aid and Veterans Affairs receives your application.

Information entered into the FAFSA is reviewed according to federal guidelines. This ensures that all applicants are treated fairly and equitably. Income, assets, family size, marital status, and the number of

family members in college are used to determine financial need. Once your eligibility for financial aid has been determined, your award letter will be available for viewing or printing on your SPCC Go! Account at <http://go.spcc.edu>. Financial aid covers the cost of tuition, fees, and books (not to exceed the eligible amount). Your SPCC ID card will be required when making purchases in the College bookstores. Each semester, any remaining financial aid balance will be sent to your current mailing address as listed with the SPCC Registrar's Office.

NOTE: Students who withdraw or stop attending before the 60% point of the semester have not earned their awards and will be required to repay unearned financial aid funding.

The FAFSA is available beginning January 1 of each year for the upcoming academic year (July 1 through June 30). Each academic year, you must complete or renew the FAFSA. You are encouraged to apply at least eight (8) weeks prior to registration for the semester you intend to enter the College. To receive priority consideration for all types of financial aid, students should complete all financial aid forms and requirements by the listed dates:

Fall Semester Enrollment	June 15
Spring Semester Enrollment	November 15
Summer Term Enrollment	March 15

If your eligibility for financial aid has not been determined or your file is not complete before the tuition payment deadline for each semester, you will be responsible for payment of tuition, fees, and all other applicable charges. Payment deadlines are published on college calendars and generally occur 30 days prior to the start of each semester.

## Student Responsibilities

To receive Federal Financial Aid and State assistance, you must:

- Demonstrate financial need as determined by a completed FAFSA
- Have an official high school diploma or a high school equivalency on file with the College
- Be enrolled in an eligible academic program
- Maintain Satisfactory Academic Progress (SAP) standards
- Be a U. S. citizen or an eligible non-citizen
- Have a valid Social Security Number
- Certify that federal student aid will be used for educational purposes
- Certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant
- Certify that you have not been convicted of possessing or selling illegal drugs
- Register with Selective Service

Courses not eligible for federal financial aid include, but are not limited to:

- Special Credit (undeclared major)
- Credit by Examination (test-out)
- Audited courses
- High school programs (Career and College Promise, Early College)
- Certificate programs that are less than 16 credit hours in length
- Non-credit courses/Continuing Education courses

## Types of Financial Aid Available

### Federal Financial Aid

- Federal Pell Grants are based on financial need as determined by the FAFSA. Pell grants are for college undergraduates who have not yet earned a bachelor's degree.



- Federal Supplemental Educational Opportunity Grants (FSEOG) offer financial assistance to students who have exceptional financial need. Eligibility is based on the financial need established by completing the FAFSA application and awarded to students who meet the priority filing deadlines.
- Federal Work-Study Program provides jobs for students who meet eligibility requirements and wish to earn part of the cost of attending SPCC. Work-study employment is available on both campuses on a part-time basis (usually 10-27.5 hours per week). If you are interested in a work-study job with the College, you must complete a FAFSA and an SPCC Application for Federal Work-Study Employment. The application for Federal Work-Study Employment is located on the College's website at [www.spcc.edu](http://www.spcc.edu). Click on Faculty & Staff>Jobs@SPCC.

### **State Financial Aid**

- North Carolina Community College Grant (NCCCG) may be awarded to students who are North Carolina residents enrolled in at least six (6) credit hours per semester in an eligible curriculum program. Eligibility is based on the same criteria as the Federal Pell Grant; some students who are not eligible for the Pell Grant may be considered for the NCCCG based on their estimated family contribution (EFC) as determined on the Student Aid Report. Applicants must complete a FAFSA in order to be eligible for this grant.
- North Carolina Education Lottery Scholarship (NCELS) is available to NC residents for tuition purposes who enroll in at least six (6) credit hours per semester in a curriculum program and make satisfactory academic progress. Eligibility is based on the same criteria as the Federal Pell Grant; some students who are not eligible for the Pell Grant may be considered for the NCELS based on their estimated family contributions (EFC) as determined on the Student Aid Report. Applicants must complete a FAFSA in order to determine eligibility for this grant.
- North Carolina Community College Child Care Assistance provides child care assistance to students who have custody or joint custody of their children who are under six (6) years of age and are not yet enrolled in school. Child care providers must be licensed and regulated by the State of North Carolina. Applicants must complete the FAFSA, be enrolled in at least eight (8) credit hours of seated classroom instruction, and be making satisfactory academic progress.
- North Carolina Targeted Assistance Program includes the Less Than Half-Time Funds and High Demand Low Enrollment Funds. The Less Than Half-Time funds provide funding for students who are enrolled less than half-time in certificate, diploma, or associate degree programs. Students must complete the FAFSA and have an EFC between 801 and 4,000 and be enrolled in less than six (6) credit hours. Qualified students are eligible for \$30 per semester hour. High Demand Low Enrollment funds are awarded to students who enroll in low-enrollment programs of study that prepare the students for high-demand occupations in local communities. High demand programs are selected on an annual basis and funding amounts vary.

### **Scholarships**

Scholarships are available from federal, state and local sources. They are awarded based on donor criteria, financial need, academic performance, and/or time of application. Students applying to receive scholarships must complete the FAFSA and the SPCC Online Scholarship Application accessible through the financial aid section on our college website [www.spcc.edu](http://www.spcc.edu) under Student Resources.

### **Forgivable Education Loans for Service (FELS)**

The Forgivable Education Loans for Service Program was established by the General Assembly in 2011 to provide financial assistance in the form of forgivable loans to qualified students who are committed to working in North Carolina to lessen identified critical employment shortages. The program is designed to be flexible so that it will respond to current as well as future employment shortages in the State. The program currently targets future teachers, nurses, and allied health professionals. The program is administered by the State Education Assistance Authority and potentially eligible programs can be found on the College



Foundation of North Carolina website. The following programs of study may qualify as eligible programs at South Piedmont Community College: Emergency Medical Science, Medical Technology programs, Sonography, Nursing, and education programs that lead students to obtaining licensure from the North Carolina Department of Public Instruction and teaching in a qualified position in North Carolina. Applications become available in January and award selection is made in April of each year. Additional information and updates about the application process are available at [www.cfnc.org/FELS](http://www.cfnc.org/FELS).

#### **North Carolina Community College Loan Program**

The North Carolina Community College Loan Program provides eligible students with short-term emergency loan funds. Funds are normally limited to \$150 and all loans must be fully repaid within 30 days of disbursement. To be eligible, a student must have completed a Free Application for Federal Student Aid (FAFSA) and be making satisfactory academic progress. Funding is limited and approved on a first-come, first-served basis.

#### **Alternative Loans**

South Piedmont Community College is not affiliated with and does not maintain a preferred lender agreement with any private loan company or program. The Office of Financial Aid and Veterans Affairs will provide student selected loan companies with certification information in accordance with unmet need and enrollment status as determined by a completed FAFSA application and college registration.

#### **Direct Loans**

South Piedmont Community College does not currently participate in the Federal Direct Loan program. Therefore, students are not currently eligible for subsidized, unsubsidized, or parent PLUS loans under the current Federal Direct Loan programs while attending SPCC.

#### **Payment Plans**

SPCC has partnered with NELNET Business Solutions to provide an automatic payment plan for students who wish to self-pay by making scheduled payments for school-related charges. The plan offers online enrollment, flexible payment options, and no interest fees. Contact SPCC's Business Office at 704-272-5348 for more information. A credit/debit card/checking account and \$25 enrollment fee are required for plan activation.

#### **Vocational Rehabilitation**

Certain students who have mental, physical, or emotional disabilities that limit employment opportunities may be eligible for financial assistance through local Vocational Rehabilitation offices or the Division of Vocational Rehabilitation Services, Department of Human Resources, in Raleigh.

#### **Workforce Investment Act**

WIA funds are intended to provide financial assistance to students who have recently become unemployed. Assistance may be provided for tuition, fees, textbooks, supplies, child care, and transportation. The duration of any individual WIA award is based upon the availability of funds as well as student satisfactory progress measures that may be imposed. More information about WIA can be obtained by contacting the Toll Free Joblink Career Centers information line at 877-632-2447.

#### **Enrollment Status**

A student's enrollment status has a direct effect on financial aid that can be awarded. Most state and federal grants are prorated based on the enrollment status. Students who are enrolled in 12 or more credit hours are considered to be full-time students. Students who are enrolled 9-11 credit hours are three-quarter time, 6-8 credit hours are half-time, and students who enroll in 1-5 credit hours are considered less than half-time. Credit hours can only be counted if they apply to an eligible program of study and cannot include more than 30 credit hours of developmental courses. Annual awards cover a 9-month period and are split between two semesters. The number of authorized credit hours each semester is used to

calculate the actual authorized semester awards. Awarded financial aid can be viewed on the student's college-provided GO account.

### **Satisfactory Academic Progress for Students Receiving Financial Aid**

Federal regulations require that students receiving financial aid maintain strict academic (Qualitative) and progress (Quantitative) standards while pursuing their educational goals. Students receiving financial aid should note that the college-wide Probation Policy for academic progress contains the same grade point average (GPA) requirements as the Financial Aid Satisfactory Academic Progress (SAP) policy; however, the SAP policy for students receiving financial aid is stricter than the college-wide Probation Policy for students enrolled in the same educational program who are not receiving financial aid. The SAP policy is applied to all student categories, i.e., full-time or part-time, who receive financial aid within eligible curriculum degree, diploma, and certificate programs established by the college.

Students receiving financial aid are evaluated at the end of each semester to determine progression. Students must meet the Academic Standard (Qualitative), the Program Completion Standard (Quantitative), *and* stay within the Maximum Timeframe Standard (Quantitative) to remain in a satisfactory status.

#### **Academic Standard (Qualitative)**

Students receiving financial aid must maintain a cumulative 2.0 SAP GPA. SAP GPA includes "all" curriculum classes taken at South Piedmont Community College and any accepted transfer credits, regardless of timeframe. Classes with an "incomplete" (I) or a "withdrawal" (W) grade are included in the SAP GPA just like an "F" and count toward the attempted credit hours. All classes that are repeated count toward the SAP GPA and the attempted/completed credit hours.

If a student's cumulative SAP GPA falls below 2.0, the student is placed on a financial aid warning status and will be notified by the Office of Financial Aid and Veterans Affairs. The student then has a warning period of enrollment, which is the next semester the student is enrolled at SPCC, to achieve the cumulative 2.0 SAP GPA. The student is eligible for financial aid during this warning period of enrollment. If at the end of the warning period a cumulative 2.0 SAP GPA is not achieved, the student is no longer eligible to receive financial aid and will be placed in a financial aid unsatisfactory status. The student may regain financial aid eligibility by reaching a cumulative 2.0 SAP GPA through self-pay or outside resources.

#### **Program Completion Standard (Quantitative)**

All students receiving financial aid must complete at least two-thirds or 67 percent of all curriculum hours attempted at South Piedmont Community College including accepted transfer credits, regardless of timeframe. The percentage is determined by taking the cumulative total of credit hours completed divided by the cumulative total of hours attempted. For example, a student who has completed 32 credit hours and attempted 64 credit hours has a completion rate of 50 percent (32 divided by 64). Attempted but not completed credit hours include: incompletes, withdrawals, repeated classes, and courses with a grade of "F."

If a student's percentage rate falls below 67 percent, the student is placed on a warning status and will be notified by the Office of Financial Aid and Veterans Affairs. The student then has a warning period of enrollment, which is the next semester the student is enrolled at SPCC, to earn a 67 percent or more completion rate. The student is eligible for financial aid during this warning period of enrollment. If at the end of the warning period a cumulative 67 percent completion rate is not achieved, the student is placed in an unsatisfactory status and is no longer eligible for financial aid. The student may regain financial aid eligibility by reaching a cumulative 67 percent or more completion rate through self-pay or outside resources.

#### **Maximum Timeframe Standard (Quantitative)**

All students receiving financial aid must complete their educational program within 150 percent of the published length of that program. The Maximum Timeframe Standard includes all curriculum hours



attempted at South Piedmont Community College and any accepted transfer credits or developmental education credit hours, regardless of timeframe. The SPCC college catalog provides a course listing for each educational program and the number of credit hours needed to complete the program. The published program lengths do not include developmental education hours that may be required for individual students. For example, the Associate Degree in Computer Information Technology is 66 credit hours in length; therefore, a student receiving financial aid enrolled in that program may attempt, including accepted transfer and developmental education credit hours, up to 99 credit hours (66 credit hours times 150 percent) and remain eligible for financial aid.

Students who exceed the 150 percent maximum timeframe are not eligible to receive financial aid at South Piedmont Community College. The Maximum Timeframe Standard does not provide for a warning or probationary status.

Additionally, students who cannot mathematically complete their program of study by the 150 percent maximum timeframe will no longer be eligible for financial aid. For example: A student is in a program which would allow for a maximum of 99 credit hours and the student has attempted 90 credit hours and needs 4 additional courses which total 16 credit hours to complete the program. Adding the 90 credit hours attempted to the 16 credit hours still required equals 106 credit hours which is more than the 99 credit hours allowed. Mathematically the student could not complete the program prior to the 150 percent maximum timeframe and would no longer be eligible for financial aid at South Piedmont Community College.

### **Appeal Process**

Students in an unsatisfactory SAP status may appeal their loss of financial aid eligibility. Appeals must be made at least 10 days prior to the start of the semester in which a student wishes to receive financial aid. Financial Aid Reinstatement Appeal forms are available on the College's website or in the Office of Financial Aid and Veterans Affairs. Student statements on the form and attached documentation must include: (1) the circumstances that rendered them unable to meet the standard(s), (2) what has changed to allow the student to meet the standard(s) and (3) the student's educational goal and plans to meet that goal. The reinstatement appeal form and supporting documentation can be submitted in person, by mail, by FAX, or via e-mail to the Office of Financial Aid and Veterans Affairs. The Assistant Director of Financial Aid and Veterans Affairs will consider reinstatement appeals and the decision will be final. Students will be notified through e-mail of appeal decisions.

Students who have their appeals granted will be placed on probation and will be eligible for financial aid, provided they meet all SAP requirements and complete the SAP Academic Success Plan. The SAP Academic Success Plan requires that students receiving financial aid successfully complete all registered classes and achieve a semester GPA of 2.0 or higher. Withdrawing from or failing a class does not constitute successful completion. During the student's probationary semester of enrollment, the student will also be required to meet with a counselor and complete all assigned intervention modules. The modules are designed to improve the student's academic focus and promote student success. Students who follow and complete all requirements within the SAP Academic Success Plan will stay on probation in a continued probation status as long as they successfully complete all registered classes and achieve a semester GPA of 2.0 or higher.

### **Reinstatement of Financial Aid Eligibility**

If a student loses financial aid eligibility by failing to meet the Academic Standard and/or Program Completion Standard and after self-pay or the use of outside resources feels that the standards are met, the student must contact the Office of Financial Aid and Veterans Affairs to have their SAP status recalculated. If the standards have been met, the student will regain financial aid eligibility for the semester following the semester in which the standards were met provided all other financial aid requirements have been completed.

**Pell Grant Lifetime Eligibility**

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100 percent, the six-year equivalent is 600 percent. Students who use all of their annually awarded Pell Grant by being a full-time student (12 hours) in each of two semesters would have used 100 percent. Students who used half of their annual awarded Pell Grant by being a half-time student (6 hours) in each of two semesters would have used 50 percent. Pell Grant usage is tracked by adding together the percentages of Pell Grant funding received each award year. Students who reach the 600 percent level are no longer eligible to receive Pell Grant funding.

**Return of Title IV Funds**

The Higher Education Amendments of 1998 changed the formula for calculating the amount of financial aid funds that may be retained when you totally withdraw from all classes. If you are receiving Title IV funds, i.e., Pell Grant or FSEOG, and officially withdraw from or stop attending all classes before the 60 percent point of the semester, SPCC will recalculate your eligibility for financial aid based on the percent of the semester completed.

For example, if you withdraw after having completed only 30 percent of the semester, you will have “earned” only 30 percent of any Title IV funds received. The remaining 70 percent must be returned. The Office of Financial Aid and Veterans Affairs will notify you through your SPCC Gmail account of the repayment requirements and contact information to determine amounts due.

Financial aid recipients still enrolled after the 60% point of the semester will have “earned” 100% of the federal financial aid awarded.

**VETERANS BENEFITS**

Qualified veterans, wives, and children of deceased veterans may be admitted and approved to receive educational benefits, providing they meet requirements established by the Veterans Administration. To qualify, you must:

- Have a high school diploma or high school equivalency
- Be enrolled in a specific curriculum program

Certain other requirements may also apply. All previous college coursework must be received and evaluated by the Registrar. All admission requirements must be met before the enrollment certification can be sent to the Veterans Administration. Distance learning courses must be required courses within the veteran's major to qualify for educational benefits. Contact the Office of Financial Aid and Veterans Affairs for a list of programs or classes that are eligible.

**NOTE:** Test-outs, independent studies, and audits are not eligible for VA benefits. Classes of 8-weeks, 12-weeks, or any other schedule deviation from 16-week classes may be subject to a pro-rating of monthly benefits from the VA.

The College is approved for the training of veterans under Public Law 16 of the 78<sup>th</sup> Congress and under Public Law 550 of the 82<sup>nd</sup> Congress, and Chapter 34, Title 38, United States Code. For more information, contact the Office of Financial Aid and Veterans Affairs at 704-272-5391 or via e-mail to [finaid@spcc.edu](mailto:finaid@spcc.edu).

**Satisfactory Progress for Veterans**

A veteran enrolled at South Piedmont Community College is required to make satisfactory academic progress. The measure of academic progress for veterans is the same as for students receiving other forms of financial aid.



# STUDENT SUPPORT SERVICES

The mission of the Student Services Division is to provide systematic support services to help you reach your educational and career goals. These services support the instructional programs and are in keeping with and complement the philosophy of South Piedmont Community College.

**Title IX, Education Amendments of 1972:** "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." -20 U.S.C. § 1681.

Please refer to the SPCC Student Handbook found at [www.spcc.edu](http://www.spcc.edu) for further information pertaining to Title IX. Title IX Coordinator is Susan Flake, Assistant Vice President of Human Resources, Payroll, Organizational Development, [sflake@spcc.edu](mailto:sflake@spcc.edu), and Title IX Assistant Coordinator is Elaine Clodfelter, Vice President of Student Services, [eclodfelter@spcc.edu](mailto:eclodfelter@spcc.edu).

## Counseling

The College provides counseling services to help you succeed in your educational program. Counselors can also help you with more personal problems that might affect your progress. Requests for these services can be made at the Student Services Office. NOTE: Personal counseling may be referred to local mental health facilities based on the intensity of the student's needs.

## Services for Students with Disabilities

SPCC recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) to provide equal access to education for students with disabilities. Support services are available to individuals with learning, hearing, visual, and other health impairments. Brochures containing self-referral forms are available to all applicants and students. Note the following:

- Applicants or students who feel that they need accommodations due to a disability should contact the Disability Services Provider in the counseling office at South Piedmont Community College.
- Applicants or students must provide official, supporting documentation describing the disability. This documentation must be from an authorized professional(s). Federal regulations obligate the applicant or student to provide information on identifying appropriate and effective auxiliary aids. This documentation is held confidential for five (5) years after enrollment and will be destroyed after that time. To renew accommodations after the five (5) year period, new documentation must be provided. Documentation for learning disabilities should be no more than three (3) years old. Documentation provided for any disability must indicate the applicant's or student's current level of functioning.
- Students who have identified themselves as having a disability may request accommodations from the Disability Services Provider. New students should make such requests at least 30 days prior to the beginning of their first term of enrollment. Early communication of special needs provides the time needed to arrange for services and/or the procurement of equipment that the student may need.
- Each request will be evaluated by the Disability Services Provider, who will recommend reasonable accommodations to faculty.
- Students will be responsible for delivering accommodation information to each faculty member for discussion of how accommodations will be provided in each class.
- Students who do not feel that they are receiving agreed-upon accommodations should see the Disability Services Provider for clarification.
- Applicants or students who are not satisfied with the accommodations that they are receiving from the College should see the Vice President of Student Services or the Dean of Student Development.

**Reasonable Accommodations:** The following are considered reasonable accommodations to be made for students with disabilities:

- The process must be an interactive one involving “a reasonable reciprocal effort” on the part of both parties.
- The College may not make a unilateral decision regarding the existence of a disability or the accommodation that is necessary.
- What is “reasonable” involves a detailed analysis of the specific circumstances of the case in question. Broad generalizations are not acceptable. An “individualized assessment” of the student’s situation must be conducted.
- The College is not required to provide specifically what the student requests. An alternative accommodation may be provided if it is effective.
- The College does not have to provide accommodations that are not effective. The College has a right to refuse to provide auxiliary aids and services that do not, in fact, provide equal access.
- The College must be given a reasonable amount of time to evaluate requests and to offer necessary accommodations.
- Determining what is reasonable requires one to balance two important rights: the student’s rights to be provided equal access and the College’s right to protect the integrity of its services and programs.

## Career Services

SPCC’s Career Services Centers provide comprehensive career exploration to students. Career counselors can help you (1) explore and decide upon a career and academic major, (2) discover options for occupations related to your major, (3) identify factors to consider in making career decisions such as required education level, salary, working conditions, skills, certification or license requirements, 5-to-10 year job projections, etc., and (4) develop a career plan.

You may identify career interests through assessments that relate to your personality, interests, skills, and values to various career fields. You may explore the world of work through a wealth of online and hard-copy resources. Career development is a life-long process. Once you learn the steps of the process, you will be able to repeat it whenever you need to throughout your life.

South Piedmont Community College’s Career Services Centers are located on both campuses:

L. L. Polk Campus, Garibaldi Building, Room 264  
Old Charlotte Highway Campus, Building B, Room 136

## College Days and Transfer Information

During the fall semester, SPCC hosts a College Day for students, alumni, employers, and community residents who wish to obtain their bachelor’s degree. Representatives from four-year colleges and universities attend this important event. College materials (catalogs and admissions applications) and transfer information are available in Career Development Services. SPCC counselors and Arts and Sciences faculty can answer questions about the transfer process.

## Voter Registration

Students and employees who have not registered to vote may register in the Library at either the L. L. Polk campus or Old Charlotte Highway campus. Students and employees may register throughout the semester; however, the deadline to register in order to participate in an election year is twenty-five (25) days prior to the Election Day. Any individual with a disability who needs help completing the voter registration form should ask for assistance from a Library staff member.

## Student Orientation

All new students are required to attend orientation online at [www.spcc.edu](http://www.spcc.edu). The purpose of the orientation is to acquaint you with the campus, academic services, and student support services, as well as to discuss policies and regulations of South Piedmont Community College. The orientation will provide you with information concerning:

- Campus regulations and policies
- Financial aid
- College support services, i.e., counseling, career services, disability services, tutoring services
- Academic policies to include drop/add, withdrawal, and change of program procedures
- Library services
- Student activities

## Services to Continuing Education Students

The following support services are available to continuing education students:

- Curriculum admission and program information
- Placement testing
- Personal counseling
- Reasonable accommodations for students with disabilities
- Career guidance through assessments, inventories, and resume tools
- College IDs for students requiring off-site program identification

## Academic Support Centers/Tutoring

Academic Support Centers are available at both the L. L. Polk campus and the Old Charlotte Highway campus to assist you in strengthening your academic skills.

Tutoring is available to students needing help in a specific course of study. Tutors provide individual and/or group help to build stronger understanding of course material outside of regularly scheduled classes. Tutoring services are available face to face and online. Additional information and a form to request a tutoring session are located under Academic Support Centers/Support on the SPCC Website.

## Communication Center

The Communication Center, housed in SPCC's Academic Support Center on the Old Charlotte Highway Campus, offers face-to-face and eTutoring options to help writers at every level of proficiency experience the satisfaction of developing effective written communications. The Communication Center tutors can assist students at any point in the writing and speech creating process.

Additional information is available on the SPCC Website under Academic Support Centers, by calling 704-290-5239, or email [AskTheASCC@spcc.edu](mailto:AskTheASCC@spcc.edu).

## Developmental Education Courses

Students placing into developmental education courses as determined by the College Placement Test (CPT) are required to take these courses first, prior to any other curriculum courses (exceptions may exist). Required developmental education courses include English, reading, and math. These courses are instrumental in building the foundation for the curriculum-level courses.



## Library Services

SPCC has libraries in two locations: The Horne Library at the L. L. Polk campus in Polkton and the Carpenter Library at the Old Charlotte Highway campus in Monroe.

**Services to Students:** Each library has computers, lap tops, and printers available for student use. Wireless access is also available. The library staff can provide a wide variety of services such as assistance with using the computers, formatting papers, searching the Internet, and answering your research questions. Librarians also provide a variety of workshops including Information Literacy classroom instruction that will help you find appropriate sources for assignments. Library orientations on how to use library resources are provided online when you register and on campus during the summer. Students coming to campus or attending online can find a variety of tutorials, links to resources, and other helpful information by going to the SPCC website [www.spcc.edu](http://www.spcc.edu) and clicking on "Libraries."

**Library Resources:** You have access to over 25,000 items in the libraries. Resources include books, magazines, newspapers, and DVDs. The libraries also offer several online databases including NC LIVE. NC LIVE offers over 100 databases, 25,000 electronic books, and over 1,000 audio books to meet your needs whether you are on campus or online.

**Library Card:** The SPCC College ID also serves as your library card. Every student should have a current College ID, which can be obtained in either campus library, L. L. Polk or Old Charlotte Highway. Once you obtain an ID, your library account can be created, and library materials can then be checked out.

## Technology

Students at SPCC utilize many different technologies in their studies. Moodle, TaskStream, [go.spcc.edu](http://go.spcc.edu), and Gmail are the main technologies required. The better you, as a student, understand the functions of each system and how to use them, the more successful you can be.

**Moodle** is a course management system used for all SPCC curriculum online, blended, and web-enhanced courses. It stands for Modular Object-Oriented Dynamic Learning Environment. To get to SPCC's Moodle site, go to <http://online.spcc.edu>.

**TaskStream** is a web-based system for electronic portfolios, academic assessment, and reporting. Tools are on-demand and students interact with TaskStream via the Internet to access tools, resources, workspaces, and their own files whenever or wherever. To get to TaskStream, go to <http://www.taskstream.com>.

SPCC students have access to online registration, grades, advising, financial aid, class schedules, college updates, and more through the **SPCC Go! Account**. To get to this website, go to <http://go.spcc.edu> to sign in.

**Gmail** allows access to e-mail accounts and Google applications for use at SPCC. These accounts are provided to you free and are available in accordance with our Google agreement. To access Gmail, go to <http://partnerpage.google.com/students.spcc.edu>. Your new e-mail address will be username@students.spcc.edu.

## Student Government Association

The purpose of the Student Government Association (SGA) is to enhance the College through the representation of the student body in matters affecting student life. Moreover, the SGA promotes and supervises student organizations and activities in order to enhance educational, personal, social, and cultural growth for all South Piedmont Community College students. All enrolled full-time and part-time students who pay the student activity fee are members of the SPCC SGA.



The SGA Executive Board consists of six (6) members who are elected annually. The Executive Board provides leadership and coordination for all student-sponsored activities and events at SPCC. The Executive Board leads committees to organize and conduct activities throughout the year and works to provide a vital communication link to all of the students at SPCC.

## Clubs and Organizations

Active student clubs and organizations are the cornerstone of quality student life programs and events. Clubs allow students to fellowship with others with like interests and benefit from the diversity and talent within each club. SPCC sponsors clubs for students. Most are program-related, but there are general interest organizations such as Campus Crusade for Christ, Extreme Players Club, and Japanese Culture Club. Students interested in transferring to a four-year institution can find support and resources through the College Transfer Club. A complete list of clubs and organizations is available on the SPCC website, [www.spcc.edu](http://www.spcc.edu). Click on Future Students, Student Life, Student Clubs and Organizations.

## College IDs

SPCC curriculum students should obtain a College ID free of charge at the library on the L. L. Polk campus or the Old Charlotte Highway campus. You must present an official registration form prior to receiving the ID. Your SPCC College ID will also serve as your library card.

## Class Rings

SPCC class rings are available to all students. Students wishing to purchase rings should check with the Student Services Office to find out when to order. A ring sales representative will be available during specific times that will be announced in advance.

## Health Services and First Aid

SPCC recognizes the correlation of health and academic productivity. Health information is provided that addresses the health and well being of individuals. SPCC's student activities provide on-campus health services opportunities to students, alumni, and employees through local community outreach programs at SPCC events.

Emergency First Aid kits are maintained throughout the campuses of SPCC. Injuries requiring more than minor first aid will be referred to local physicians. In case of an emergency, a physician and/or ambulance service may be called at your expense to provide necessary medical services.

## Drugs and Alcohol

South Piedmont Community College, through its policies and programs, is dedicated to providing an atmosphere that encourages:

- The reinforcement of a positive, drug-free lifestyle.
- Respect for laws and rules prohibiting the use of illegal drugs and the abuse of alcohol.
- An understanding of the effects of drugs and alcohol on personal health and safety.

Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol,

is prohibited while in the workplace, at any official function sponsored by the College, on all college premises, or as part of any college-sponsored activities (except in those college facilities approved for renting to the public for functions and where the distribution and use of alcohol have been approved for the rented facility). Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

The Vice President of Student Services is responsible for implementing the Drugs and Alcohol Policy as it relates to students. Additional information can be found in the Student Handbook available on the SPCC website [www.spcc.edu](http://www.spcc.edu) under Campus Resources.

### **Firearms or Other Dangerous Weapons Policy**

South Piedmont Community College provides a safe environment for students, faculty, staff, and visitors. Therefore, any unauthorized possession of a firearm or any other dangerous weapon, as defined in the North Carolina General Statutes 14-269.2, may result in disciplinary actions.

- The College may file charges under North Carolina General Statutes 14-269.2.
- Any student who violates this provision may be expelled from the College for a period of not less than one year.
- Violation of this provision by any employee may be considered a breach of the terms and conditions of employment.
- Action may follow in accordance with the College's personnel or student due process procedures.

### **Student Conduct**

Students at SPCC are expected to conduct themselves as adults in accordance with generally accepted standards of behavior and decency at all times. Student rights, responsibilities, and procedures are outlined in the current Student Handbook, which can be obtained from the Student Services Office and online at [www.spcc.edu](http://www.spcc.edu). Any student subject to dismissal from SPCC for disciplinary reasons is entitled to due process, including the right of appeal as outlined in the Student Handbook.

### **Inclement Weather**

SPCC ensures the safety of students and employees by implementing a policy and procedure to be observed during inclement weather and other exigent conditions.

When these conditions occur on days of scheduled classes and/or events, SPCC will post announcements of closings or delays on the College website at [www.spcc.edu](http://www.spcc.edu) and area television stations WBTV (3) Charlotte and WCOC (9) Charlotte. Any decisions to close or delay college classes and/or events will be posted as early as the situation permits.

At all times, students and employees should use sound judgment when making travel decisions. Additionally, they should exercise caution when traveling to and from campus during periods of inclement weather.

Although the campus may be closed and classes cancelled because of inclement weather, faculty will post a makeup assignment or activity in Moodle the day of the missed classes or as soon as possible. Each on-campus class has a Moodle site, and makeup work for missed classes is to be completed in Moodle. When the campus is closed, students should log in to their classes on Moodle to avoid falling behind.

### **Children on Campus**

South Piedmont Community College, as an adult educational institution, does not maintain child care facilities on campus and is not equipped or authorized to maintain such facilities. Therefore, students, faculty, and staff of the College may not bring children to class, to work, or leave children unattended on campus. The College assumes no responsibility for supervision of children. Students, visitors, and

employees who fail to comply with this policy may be asked to leave the campus.

### **Visitors on Campus**

South Piedmont Community College welcomes visitors and prospective students to its campuses during normal operating hours. Visitors are not permitted to attend classes or contact students on campus without permission from the President or his/her designee.

Visitors on campus should register at the information/reception desk so that information and directions can be given, and to ensure that all individuals are accounted for in case of an emergency. Individuals who are loitering or who have not registered at the information/reception desk will be asked to leave the campus.

### **Smoking/Tobacco-Free Campus**

South Piedmont Community College recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and college facilities.

No student, employee, or college visitor is permitted to use any tobacco product at any time, including during non-college hours:

- in any building, facility, or vehicle owned or leased by South Piedmont Community College
- on any College grounds or property - including athletic fields and parking lots - owned or leased by South Piedmont Community College
- at any College-sponsored or College-related event, on campus or off campus

### **Campus Housing**

SPCC does not have dormitory facilities. The Student Services Office may assist in obtaining information about area rentals when available.





# ACADEMIC INFORMATION

South Piedmont Community College operates on the semester system. The fall and spring semesters are each sixteen (16) weeks and may include two or more shorter sessions. The summer term is eight (8) weeks and may contain two or more shorter sessions.

## Student Classification

- Full-time curriculum students are enrolled in 12 or more semester hours of credit.
- Part-time curriculum students are enrolled with fewer than 12 semester hours of credit.
- Special credit students are enrolled in individual credit courses but not working toward graduation.

## Academic Credit Hours

Semester hours are awarded as follows:

- One semester hour of credit for each hour per week of class lecture
- One semester hour of credit for each two or three hours per week of laboratory or shop
- One semester hour of credit for each three hours per week of clinical
- One semester hour of credit for each ten hours per week of cooperative work experience

## Student Course Load

You must carry 12 semester hours to be considered a full-time student. Permission from the dean within the educational division must be obtained to schedule more than 20 credit hours in one semester.

Your decision about the best course load for you in fall or spring semesters or summer term depends on the amount of time you have to complete your academic work in addition to your other responsibilities. College coursework requires more of you than just the time to attend class. You need to allow time for reading, studying, assignments, research, projects, etc. Plan to devote two (2) to three (3) hours outside of class for every hour that the course meets. For example, if the course is a three (3) contact hour course (meets three (3) hours per week), plan to devote six (6) to nine (9) hours outside the classroom.

## Distance Learning

Distance learning delivery systems at SPCC include online courses, blended courses, web-enhanced courses, and interactive television courses.

**Online (Internet)** courses are taught via the Internet, which gives you the flexibility of accessing course information, submitting assignments, and participating in course discussions at a time and place that is convenient to your schedule. All online courses have schedules and due dates that you will have to meet in order to be successful. Online courses are offered as part of the College's regularly scheduled classes; that is, they have published start and end dates. Courses conducted totally online have "IN" section numbers.

**Blended** courses combine online learning with required, scheduled, face-to-face instructional time. The primary delivery is online with a requirement that students also meet in traditional face-to-face sessions as determined appropriate by the College. The online portion replaces classroom instructional time with activities and assessments that are done online. You must attend all scheduled classes just as you would any other traditional college course. Blended courses have "B" section numbers.

**Web-Enhanced** courses are regular, face-to-face classroom courses that use an online course site to supplement instruction. Instructors will post the course syllabus there along with other course materials.

They may use the online grade book to help keep you up-to-date on your grades. Or, they may require you to submit assignments electronically in your course's online site. Some others may do all course testing on the course site. All of SPCC's seated courses are now web-enhanced. You will be required to submit at least one assignment by going to the course's online site. Web-enhanced courses have "W" section numbers.

SPCC uses the Moodle course management system for online learning. To access **Moodle**, go to <http://online.spcc.edu>. Your username and password are automatically created for you. Usernames are the first letter of your first name, the first three letters of your last name, and the last four digits of your SPCC student ID number. (Your student ID number can be found under your name at the top left corner of your registration form.) Your initial temporary password is "Temp" followed by your two-digit birth month, your two-digit birth day, followed by the plus sign. The "T" in the word "Temp" must be capitalized. For example, John Q. Public (student ID 1234567) would log in:

Username: jpub4567  
Password: Temp0712+

You will be required to change your password the first time you log into Moodle. Your new password must be at least eight (8) characters long and include at least one (1) lower case letter, at least one (1) capital letter and at least one (1) number or special character.

**Interactive Television (ITV)** courses have two-way interactive video technology that connects teaching locations among SPCC campuses and throughout the state. ITV enables the course instructor and students in the classroom at one location to see, hear, and talk to students in comparably equipped classrooms at other locations. There are ITV classrooms on the L. L. Polk campus in Polkton, the Old Charlotte Highway campus in Monroe, and the Lockhart-Taylor Center in Wadesboro. These courses are taught by SPCC instructors and have "ITV" section numbers.

Registration for distance learning courses is handled in the same way as traditional course registration. Credit hours earned for taking these courses are the same as those earned for taking the same courses in a traditional classroom setting. The cost for distance learning is the same as for traditionally scheduled courses. There is, however, a \$10 fee for online ("IN" sections) courses that use Moodle as the sole mode of delivery. There is a \$5 fee for blended ("B" sections) courses.

Students participating in distance learning courses must:

- Complete the College Placement Test (CPT).
- Meet required pre- and/or co-requisites listed for the course in the College catalog.
- Possess the necessary skills and technical requirements needed to participate in distance learning courses.
- Complete all assigned coursework, discussions/chats, and assessments within the time constraints defined by the instructor.
- Access online and blended courses using the Internet on or before the last published access date. Additional information about these dates is published on the College website, [www.spcc.edu](http://www.spcc.edu) under Student Resources / Distance Learning.

Distance learning is not for everyone. Although everyone might like the idea of not having to attend class, the flexible scheduling comes with extra demands. You must decide if you are a good candidate for a distance learning course. As a distance learning student, you need to be self-motivated and willing to work 12 to 15 hours every week on a course. You should be very disciplined and be able to create and adhere to a schedule of study, to read textbooks and articles, to do assignments, and to prepare for and take online tests.

To see if you are a good candidate for being a successful online learner, you are encouraged to complete the orientation activity, which includes viewing modules and taking assessments, available on the SPCC Distance Learning page of the SPCC website.

Distance learning students must not only have access to the right equipment for the course but must know how to use it. When taking online and blended courses, you must have access to a computer and a reliable Internet connection. Although computers on campus are connected to the Internet, you must not rely on campus computers as your sole means of accessing your courses.

Some courses will require specific versions of software packages, such as a Microsoft Office. Many courses will require that you view PowerPoint presentations and/or create one as part of a course project. Your computer must be loaded with the required software, or you must have the ability to save your documents in a format that your instructor can open and read and that is agreed upon.

As a minimum, students using Moodle must be able to:

- Access and use their SPCC Gmail account
- Open and close a word processing program
- Enter and edit text
- Save a file to a hard drive or a flash drive
- Upload files from a hard drive or a flash drive
- Open existing documents
- Use passwords
- Protect against computer viruses
- Open and close a browser
- Navigate to different websites
- Create/find/use a bookmark or favorite

## **Academic Advisors**

Every curriculum student is assigned an academic advisor(s). Your academic advisor is available to you during his/her regularly scheduled office hours as well as by appointment. You have the responsibility for planning your program of study with the help of your academic advisor. This involves (1) keeping up to date with College and division/department curriculum requirements, (2) keeping informed of academic deadlines and changes in academic policies, and (3) consulting with your academic advisor at each pre-registration period and at other times as needed. A list of program advisors can be found on the SPCC website under Future or Current Students/Academic Advising.

## **Catalog of Record**

The catalog that is current when you enroll in the College is called the catalog of record. The program of study listed in your catalog of record outlines the requirements that must be met for graduation. When changes occur in a program of study, you may elect to move to the next catalog in which those changes are effective or continue in the current catalog. A request for change must be filed with the Admissions Office in Student Services. Any deviation from the catalog of record must receive written approval by your academic advisor and his/her supervisor.

If you have not attended South Piedmont Community College for at least one academic year, you must re-enter under the catalog in effect at the time of readmission.

## **Continuous Enrollment**

As long as a student maintains continuous enrollment, the student's records (test scores, transfer credit evaluation, transfer credit appeal, etc.) will remain valid. Continuous enrollment is defined as enrollment in consecutive fall and spring semesters. If a student does not maintain continuous enrollment, the student may be required to take the College Placement Test (CPT), complete the Transfer Credit Appeal process and/or repeat coursework.



## **Collaborative Agreements**

If you are taking classes at South Piedmont Community College toward a degree which will be awarded by another community college, such as Biotechnology (Gaston College), or Fire Protection Technology (Central Piedmont Community College), you must meet the admissions and graduation requirements for that "host" college. Transcript evaluations will come from the host college. Most colleges will only accept 75 percent of the total program hours as transfer credit from another college. Check with the host college to find out their admissions, graduation, and transfer credit policies.

## **Changing Program of Study**

When you completed an application for admission to South Piedmont Community College, you selected or declared a program of study. To change this program of study or to add another program of study, you must see Admissions Office in Student Services for a change of program form. Depending on your situation, you will be referred to an advisor for further discussion about your program change and the reasons behind it. If you are receiving financial aid, you will be required to speak with a financial aid representative as to the possible consequences resulting from a program change. Completed forms must be returned to Student Services for processing. If you have been placed into Special Credit status by the Admissions Office due to not meeting all admissions criteria, you must meet all of those requirements before requesting a change. You may change your program only once per semester. Changing programs may result in loss of financial aid.

## **Student Records**

South Piedmont Community College will comply with the Amendment to Public Law 93-380, (Privacy Rights of Parents and Students) which sets forth obligations for the maintenance and release of certain student information.

The following documents will be maintained as part of your institutional record for five (5) years and are subject to all state and federal regulations governing the safety and confidentiality of those records:

- Complete application
- Letter of acceptance
- Registration and change notices
- Veterans records
- Transcripts
- Registration forms
- Test records (when applicable)
- Statement of waiver by the student for release of records, which also contains a list of those persons to whom the records are accessible

South Piedmont Community College will use the above information for the sole purpose of assisting you in the attainment of educational goals at this institution. The information gathered as listed above may be shared with appropriate professional personnel of the institution for the accomplishment of this goal.

You have the right to request and be permitted, within the limitations of Public Law 93-380, to review the above listed records in the presence of either the Vice President of Student Services or a counselor. You must provide identification and complete a Request for Release of Information form. You will be allowed to view your records within 45 days of the request.



## **Destruction of Records**

Disciplinary, college activity, and various other records are periodically destroyed. SPCC assumes no obligation to provide you the information contained in such records following their destruction. (This includes official, non-official, and faxed copies.)

## **Transcripts**

You may request copies of your South Piedmont Community College transcripts by completing a transcript request form available in the Registrar's Office. You should allow time for processing and mailing.

Transcripts are sent upon the written request of the student only. No transcript will be furnished for a student whose financial obligation to the College has not been satisfied. Transcripts cost \$2 each and will be mailed out within 48 business hours of the request. Transcripts on demand or faxed transcripts can be obtained for a \$5 fee. If paying by check, the check must include a driver's license number and phone number.

A student may also obtain transcripts through the National Student Clearinghouse website at [Getmytranscript.org](http://Getmytranscript.org). The fee is \$2.00, plus \$2.25 per address to which the transcript is sent. Faxed copies are \$5.00, plus \$2.25 per number to which the transcript is sent.

## **Academic Integrity Policy and Procedure**

SPCC's Academic Integrity Policy and accompanying procedure address student rights and responsibilities regarding academic dishonesty. This policy applies to all students, including those in distance learning courses and programs.

Students enrolled at South Piedmont Community College are responsible for upholding standards of academic integrity. An academic integrity violation includes cheating and plagiarism.

Cheating is an attempt to deceive the instructor in his/her effort to fairly evaluate an academic exercise. Cheating includes, but is not limited to, copying another student's homework, class work, or required project (in part or in whole) and presenting it to the instructor as one's own work; or giving, receiving, offering, and/or soliciting information on a quiz, test, examination, or other academic exercise.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another individual. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

It is the student's responsibility to learn more about how to avoid academic dishonesty.

If upon investigation the instructor determines there is an academic integrity violation, the student will be held accountable as stated below:

- The instructor will notify the student in writing of the details of the academic integrity violation and that an "F" or "0" has been given for the assignment.
- The instructor will send the student's name along with detailed evidence and documentation of the violation to his/her supervisor, the Vice President of Academic Affairs/Chief Academic Officer (CAO), and the Vice President of Student Services to be added to the student's permanent academic record.
- The Vice President of Student Services will notify the appropriate supervisor if there are previous documented offenses in the student's file. The Vice President of Academic Affairs/CAO, in consultation with the supervisor, will determine the disciplinary action for the violation. Sanctions range from the minimum of a reprimand to a maximum of expulsion depending on the severity and number of violations.

- The student may appeal the disciplinary action resulting from the academic integrity violation by submitting a letter addressed to the Student Appeals Team in care of the Vice President of Academic Affairs/CAO no later than five (5) days following notification to the student of the disciplinary action. The Student Appeals Team will hold a hearing within ten (10) working days of the receipt of the appeal. The decision of the Student Appeals Team will be final.

## **Attendance**

Regular attendance and participation are essential to student learning and successful completion of a course. South Piedmont Community College recognizes that students are adults with many responsibilities and occasionally absences are unavoidable. However, absences in no way lessen the student's responsibility for meeting the requirements of the course.

### **Attendance in Traditional or Web-Enhanced Classes**

Traditional or web-enhanced courses are seated classes in which students attend on campus or at other designated physical locations. Absences are counted from the first official meeting of the course regardless of when the student registers for, or enters, the course.

Students are responsible for all work missed during their absence. Instructors are not required to accept makeup or missed work; therefore, acceptance of makeup or missed work is at the discretion of the instructor.

Attendance may be used as a factor in determining the final grade for a course. This factor must be included in the instructor's syllabus. Instructors are responsible for discussing their syllabus at the first class meeting of each course.

Instructors may withdraw students who violate the instructor's attendance policy as outlined in the course syllabus. In the event that a student's absences in a course exceed 12.5 percent of the course contact hours, the instructor may submit a Withdrawal Form through Sharepoint to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the instructor will attempt to notify the student of the impending withdrawal. The 12.5 percentage is calculated by doubling the number of course contact hours as listed in the College catalog. For example, the 12.5 percent point for a three (3) contact hour course is 6 class hours. The College does not differentiate between "excused" and "unexcused" absences in calculating course attendance.

Punctuality is also essential to student learning. Students are expected to arrive to class meetings on time and to stay for the entire class period. Arriving late or leaving early disrupts the learning environment. Each instructor is responsible for addressing punctuality in the course syllabus at the first class meeting of the course.

### **Attendance in Distance Learning Classes (100% Online)**

Distance learning courses are taught totally online via the Moodle course management system. Student "attendance" in online courses is defined as active participation in the individual online course. Active participation is tracked through weekly login records, submission/completion of assignments by the posted due dates, completion of tests, and communication with the instructor as outlined in the course syllabus. If a student fails to maintain active participation for a period equivalent to 12.5 percent of the total instructional days for the semester/term and has made no contact with the instructor, the instructor may withdraw the student from the course by submitting a Withdrawal Form through Sharepoint to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the instructor will attempt to notify the student of the impending withdrawal.

The inactivity period equivalent to 12.5 percent is defined as follows:

- 10 instructional days for a 16-week course
- 8 instructional days for a 12-week course
- 5 instructional days for an 8-week course

For any situation which results in the student being unable to log in to his/her online course, the student is responsible for contacting the instructor.

### **Attendance in Blended Classes**

Blended courses have both online and seated class attendance requirements. Instructors may withdraw students who violate the instructor's attendance policy as outlined in the course syllabus. In the event that a student's absences in a course exceed 12.5 percent of the on-campus contact hours for the course, the instructor may submit a Withdrawal Form through Sharepoint to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the instructor will attempt to notify the student of the impending withdrawal. The College does not differentiate between "excused" and "unexcused" absences in calculating course attendance.

If the student fails to maintain active online participation for a period equivalent to 12.5 percent of the total instructional days for the semester/term and has made no contact with the instructor, the instructor may withdraw the student from the course by submitting a Withdrawal Form through Sharepoint to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the instructor will attempt to notify the student of the impending withdrawal.

The inactivity period equivalent to 12.5 percent is defined as follows:

- 10 instructional days for a 16-week course
- 8 instructional days for a 12-week course
- 5 instructional days for an 8-week course

For any situation which results in the student being unable to log into his/her online course, the student is responsible for contacting the instructor.

### **Department Attendance Requirements**

A curriculum department may be more stringent in its attendance requirements but cannot be more lenient. If a department decides to have more stringent attendance requirements, then all instructors in the department must incorporate these requirements into their syllabi and advise their students of these requirements at the first class meeting of each course. If an external accrediting agency requires a more stringent attendance policy for a program in a department than the College's attendance requirements, that requirement will be incorporated into the syllabi. Changes to the College's attendance requirements must be approved in advance by the Vice President of Academic Affairs/Chief Academic Officer.

### **Absences for Religious Observances**

South Piedmont Community College will authorize two excused absences each semester (fall and spring) for religious observances required by the faith of a student.

SPCC requires that the student provide written notice of the request for an excused absence a minimum of two weeks prior to the date of the religious observance. The student will be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance. The student must communicate with the instructor in advance of the absence to determine how and when the missed work will be completed.

### **Census Dates**

Entry into classes at SPCC requires students to have physically attended or to have logged into their Moodle courses in order to be counted for FTE purposes. Entry into a course must occur by the census date/10 percent point for the course. Census dates differ depending on the type of course in which the student is registered:

**Traditional or web-enhanced classes:** Students must be physically present by the census date/10 percent point for the course. Students who have not attended any class meeting by the census date will be considered "Never Attended" and removed from the course.



**Distance learning or online classes:** Students must log into Moodle AND complete the Start Up Activity by the census date/10 percent point in the course. Students who have not logged into Moodle and completed the Start Up Activity by the census date will be considered "Never Attended" and removed from the course.

**Blended classes:** Students must log into Moodle AND complete the Start Up Activity by the census date/10 percent point in the course OR must have physically attended a seated class meeting by the census date/10 percent point in the course. Students who have neither logged into Moodle and completed the Start Up Activity by the census date NOR attended a seated class meeting by the census date will be considered "Never Attended" and removed from the course.

### Credit by Examination (Test Out)

You may request academic credit for a course by demonstrating the required level of proficiency for that course. Approval for a credit by examination or test out is at the discretion of the course instructor.

- Register and pay for the course as listed in the class schedule.
- Financial aid does not pay for credit by examination.
- Veteran's Benefits do not pay for credit by examination.
- You must speak with the instructor for the course concerning your desire to test out.
- The credit by examination must occur before the 10% point or census date for the course.
- You must score at a "B" grade level or higher on the test out.
- You will be assigned a grade of "CE" on your transcript. This grade is not used in computing GPA.

The credit by examination may be attempted only once for each course. If a grade of "D," "F," or "I" has been received previously for the course, you are not eligible to take a credit by examination for that course. If you drop or withdraw from a course, you are not eligible to take a credit by examination for that course during that semester.

SPCC does not accept for transfer credit any course taken as credit by examination (test out).

### Independent Study

Independent study is a class offered without any regularly scheduled conventional classroom or lab sessions. Independent study classes are only used in extraordinary cases and when other alternatives, such as online, video conference, schedule modification, etc., are not available. Generally, independent study courses are used when you have an immediate need for a course in order to fulfill your graduation requirements. Independent study classes are rare and must have the approval of the appropriate dean and vice president prior to the creation of the class.

Registration for the course should take place during regular semester registration. All independent study classes must be required or elective courses in your program of study. The classes are scheduled with the faculty member of the course. During the semester, the faculty member will meet with you face-to-face a minimum of 16 hours to discuss/assess your progress toward meeting the course learning outcomes and for conducting the course assessment processes. Course content, standards of progress, tuition and fee charges, and all other provisions heretofore presented will apply to independent study courses.

In addition to the above, the following requirements apply to students receiving Veterans benefits and/or financial aid:

- You must meet with the South Piedmont Community College Financial Aid Officer.
- You must meet face-to-face with the instructor a minimum of 16 hours during the semester.
- You must need the course in order to graduate on time.



## Work-Based Learning

Work-Based Learning (Cooperative Education) integrates classroom learning with practical work experience in a work setting related to your program of study. The objective of work-based learning is to expand your learning environment into the workplace, providing opportunities to observe and apply the skills and knowledge learned in the classroom. You will work under a structured learning plan and under the guidance of a designated supervisor at an approved work site. Academic credit is given for the learning that takes place during the work period. You normally will be eligible to register for work-based learning as outlined in the curriculum map for your program of study. Your work-based learning faculty coordinator (your academic advisor) will help you plan for your work-based learning experience.

To be eligible to participate in a work-based learning course, you must meet the following minimum requirements:

- Be enrolled in a curriculum program of study at SPCC that includes work-based learning in the curriculum
- Have and maintain a GPA of 2.0 or higher
- Have the approval of your work-based learning faculty coordinator and the Coordinator of Work-Based Learning

In some cases, you may be permitted to use your current job for work-based learning. Such employment must meet all work-based learning criteria as determined by the Coordinator of Work-Based Learning.

In the event your behavior is not consistent with sound work practices and/or safety essential to the work-based learning position, your work-based learning faculty coordinator, your on-site supervisor, or the Coordinator of Work-Based Learning may remove you from the work-based learning site immediately. You would then be referred to the Vice President of Student Services or Dean of Student Development for discussion of options.

## Course Substitution

You may request to substitute an equal or higher-level course required in your program of study based on particular occupational goals. The exception is that substitutions are not allowed for a program's core courses. Core courses are listed under "Major Hours - Core Courses" in the Programs of Study section of this catalog. All substitutions must be approved by your advisor and the appropriate dean/associate dean.

No course substitutions will be accepted if you have not met SPCC's prerequisite and/or corequisite for the required course.

A maximum of five (5) courses may be credited for any associate degree through course substitution, three (3) courses for diploma, and one (1) for certificate.

Effective fall semester 2007, no course substitutions will be approved for CIS 110 and CIS 111 unless the North Carolina Community College System curriculum standard for your program allows for the substitution. Re-entering students must take ENG 111; no course substitutions for ENG 110 will be approved. All re-entering students will be strongly encouraged to retake the College Placement Test. Re-entering students must retake the CPT if scores are older than five (5) years.

## Course Prerequisites

You must comply with regulations stipulating that courses may not be taken until all state and local prerequisites have been met.

## Course Corequisites

A corequisite class is a class that must be taken simultaneously with another class. If you withdraw from a corequisite class, you must also withdraw from the class requiring the corequisite.

## Course Withdrawal

South Piedmont Community College recognizes that from time to time it may be necessary for a student to withdraw from a course. You may withdraw from any course and receive a grade of "W" after the class census date and through the 70% point of the semester. You must see a counselor and complete a "Withdrawal Form." This form must be signed by you and the counselor and be submitted to the Registrar's Office.

Before you withdraw from a course, you should be aware that course withdrawals:

- May affect your financial aid status.
- May affect your transfer grade point average.
- May affect your anticipated graduation date.

After the 70% point of the semester, if you must withdraw from one or more classes, the Vice President of Student Services may grant an **administrative withdrawal**. To petition for an administrative withdrawal after the 70% point of the semester, you must:

- Get an administrative withdrawal request form from the Student Services Office.
- Provide compelling and sufficient written documentation of the circumstances creating the need to withdraw.
- Submit the completed request form along with documentation at least two (2) weeks before the end of classes for the semester in question.

In cases where the Vice President of Student Services formally approves the withdrawal, a grade of "W" will be assigned.

Students who withdraw through the 60% point of the term and who are receiving federal financial aid (Title IV) are required to repay funds for which they are not eligible due to withdrawal.

**NOTE:** If the course you wish to take has a prerequisite or a corequisite, you are required to meet those course requirements. All prerequisites must have been satisfactorily completed before registering for the course. When withdrawing from a course with a corequisite, both the corequisite and the course requiring the corequisite must be withdrawn.

## Course Repeat

In an effort to earn a higher grade and/or to enhance mastery of course content, you may repeat any curriculum course. You may not enroll in the same course more than three (3) times without approval of the Vice President of Academic Affairs/Chief Academic Officer.

Although all grades will appear on your transcript, only the highest grade will be counted toward the cumulative grade point average (GPA) at South Piedmont Community College.

The University of North Carolina System and other colleges and universities require that you earn a grade of "C" or better in each transfer course completed. If you are planning to transfer, you should realize that receiving institutions do not have consistent policies regarding coursework that is repeated and may re-compute grade point averages to include the grade(s) originally assigned.

Certain regulations may prohibit veterans and other financial aid recipients from receiving educational benefits while repeating a course. It is your responsibility to determine your status in regard to veterans benefits and financial aid.

If you have been dismissed from (or have dropped out of) a program that requires specific admissions, (i.e., curriculum and continuing education health programs, BLET, etc.) you will not be permitted to repeat any course in that particular program without being officially accepted into that program.

## Grade Forgiveness

Any returning student who has not attended South Piedmont Community College for five (5) years and upon re-enrolling maintains a 2.0 GPA for a minimum of 12 semester hours may petition to have grades on all prior coursework more than five (5) years old with a grade of less than "C" excluded in calculating the cumulative GPA.

- These credits must not be required to satisfy any previous degree requirements.
- Only prior courses with grades below a "C" are eligible for grade forgiveness.
- You must complete a grade forgiveness form that can be obtained from the Registrar's Office.
- Only one grade forgiveness request will be accepted. If the request is approved, the record of the earlier coursework remains on your transcript but is not calculated in the cumulative grade point average.
- For instances in which grade forgiveness is granted for courses completed at South Piedmont Community College and then transferred to another college or university, the receiving institution may choose to disregard those course grades. Other colleges or universities may elect to include the grades forgiven in computing your grade point average (GPA).

## Grades

The evaluation of your coursework will be reflected in a final letter grade assigned by your instructor at the end of each semester or term. Grades will be posted in WebAdvisor. The 4.0 quality point system is used to calculate your quality point averages. Quality points are the numerical equivalents of the letter grades and are used to determine academic honors. The letter grades used are:

Grade	Rating	Quality Points (per credit hour)
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
AP*	Advanced Placement	0
AU*	Audit	0
CC*	Course Completion	0
CE*	Credit by Examination	0
I*	Incomplete	0
NA*	Never Attended	0
P*	Passing	0
R*	Re-Enroll	0
T*	Transfer	0
TP*	Tech Prep	0
W*	Withdrawal	0
WI*	Withdrawal by instructor	0

\*These grades do not affect GPA.



## Grade Point Average (GPA)

GPA is a calculation of your credits earned and grades received. The grade point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. A minimum GPA of 2.0 in your program of study and overall is necessary to meet grade requirements for graduation.

## Academic Evaluations (EVAL)

Your academic evaluation identifies the course requirements for your program, indicates which of these courses you have completed, and reflects your program of study GPA (courses, grades, and quality points included in the program). You may obtain an academic evaluation from your advisor, from the Student Services Office, or through WebAdvisor.

## Academic Honors

If you are enrolled in a curriculum program leading to a degree, a diploma, or a certificate, you are eligible for the Academic Honors lists. Special credit students are not eligible for academic honors. Students who earn grades of "D," "F," or "I" for the semester are also not eligible. Any repeated (coursework previously attempted), developmental education courses or earned grades of "W" or "WI" will be excluded from the minimum semester hours.

- **Dean's List:** Students enrolled for a minimum of 12 semester hours in a given term in an approved curriculum and earn a 3.5 GPA or higher (but less than a 4.0 GPA) will be placed on the Dean's List. Only courses at or above the 100 level are considered in calculating eligibility for academic honor.
- **President's List:** Students enrolled for a minimum of 12 semester hours in a given term in an approved curriculum and earn a 4.0 GPA will be placed on the President's List. Only courses at or above the 100 level will be considered in calculating eligibility for academic honor.

## Course Auditing

If you wish to attend classes regularly but do not want to take examinations or receive credit, you may register as an auditor. A record of classes attended will be maintained. No credit is awarded for such courses and cannot be granted at a later date. A grade of "AU" will be assigned. Enrollment in a course for credit cannot be changed to audit after the class census date. The participation of auditors in class discussions or examinations is optional with the instructor. You are expected to pay regular tuition and fees for audited courses. Federal regulations will not allow you to receive financial aid for courses being audited.

## Incompletes

An instructor may assign a grade of "I" if you are unable to complete all the requirements of a course subject to the following conditions:

- You have regularly attended class.
- You have completed 75 percent of the course material with a passing average prior to assignment of the "I."
- Circumstances beyond your control interfere with your ability to complete the course by the last day of the semester or term.
- There is reasonable expectation that you can complete the remaining work before the last day of classes of the following semester or term.

"I" grades cannot be awarded to you if you do not attend class, do not complete work, withdraw from the course, or request an "I" to avoid receiving a failing grade.



If you meet the conditions above and seek an incomplete in a course, you should discuss the appropriateness of an incomplete grade with your instructor. Incompletes must have approval of both the instructor and the division/departments chair. If the work is not completed by the instructor's required completion date, the "I" is automatically converted to an "F." You should refer to the current Student Handbook for more details.

## **Appeal of Course Grade Policy**

Any student who believes that an instructor has unfairly assigned a final course grade may pursue the following appeals process. If these procedures are not followed, the student forfeits the right to appeal the final course grade:

- Any student wishing to appeal a grade must consult with the instructor issuing the grade within five (5) working days after the respective course grade is posted in WebAdvisor. The consultation may be in person, on the phone, or by electronic correspondence. After the student has made a reasonable effort to contact the instructor and the instructor has not responded, the student should proceed to Step 2 and contact the supervisor of the respective division/departments.
- If, after consultation with the instructor, the complaint is not resolved, the student should consult with the supervisor of the division/departments in which the instructor taught the course for which the questioned grade was issued within ten (10) working days after the date the grade was posted in WebAdvisor. If the instructor is a division/departments supervisor, the student should contact the Vice President of Academic Affairs/Chief Academic Officer (CAO). The consultation may be in person, on the phone, or electronically.
- Should the matter remain unresolved after consulting with the supervisor, a formal appeal of the grade must be made in writing within fifteen (15) working days after the grade was originally posted in WebAdvisor. This appeal may be submitted to the Vice President of Academic Affairs/CAO by U.S. Postal Service, by e-mail, or in person. The appeal must list the (1) student's full name, mailing address, phone number, e-mail address, and SPCC student identification number; (2) course number, title, section, and time scheduled; (3) instructor; (4) grade issued; (5) error charged by the student; (6) date and time of consultation with the instructor; (7) date and time of consultation with the supervisor; (8) any corrective action being requested; and (9) request for on campus, conference call, or electronic review by the Student Appeals Team. The letter must also include all documentation supporting the reason for the appeal, including copies of graded work, syllabus, etc. The student will receive notification of receipt of the appeal letter.
- Within ten (10) working days of the receipt of the appeal by the Vice President of Academic Affairs/CAO, the Student Appeals Team will review the appeal. The student and the instructor will be notified of the date, time, and location of the hearing, whether to be held on campus, by phone, or electronically. Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or electronically.
- The Vice President of Academic Affairs/CAO will notify the instructor and the student of the decision on the appeal within five (5) working days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is an ad hoc team appointed by the Vice President of Academic Affairs/CAO and will consist of five (5) members to include three (3) faculty, one (1) Student Services staff member, and one (1) student. A quorum of the Student Appeals Team will be necessary to hear an appeal.

## **Academic Standards Policy**

Students must maintain satisfactory academic standards. Academic evaluation of student performance occurs at the end of each semester. Minimum satisfactory academic performance is defined as maintaining a cumulative grade point average (GPA) of at least 2.0 (a grade of "C").

**Academic Intervention**

The first semester a student has a grade point average below the minimum 2.0 required for the cumulative hours attempted for his/her current major, the student will be placed on academic intervention and will be required to meet with a counselor to develop a plan.

**Academic Probation**

Students who have a cumulative grade point average below 2.0 for two or more semesters will be placed on academic probation. Progress will be monitored during the academic probation period, and student course hours will be limited. Failure to meet the required 2.0 grade point average during the probationary semester will result in one or more of the following:

- An additional semester of academic probation
- Limited academic course load and counseling
- Loss of financial aid and/or VA educational benefit (Refer to Satisfactory Academic Progress for Students Receiving Financial Aid for additional requirements)
- Academic suspension for a semester or more (students suspended for academic reasons will automatically be placed on probation for their first returning semester)
- Other as defined by the Vice President of Student Services

**Academic Suspension**

Students who consistently fail to meet academic standards may be recommended for academic suspension. Under academic suspension, students:

- Are officially prohibited from enrolling in credit courses at South Piedmont Community College for at least one semester (fall, spring, or summer)
- May register only for continuing education courses at South Piedmont Community College
- Must submit a letter requesting readmission to the Vice President of Student Services
- If permitted to return, will be readmitted on academic probation. Under this status, students must meet with a counselor to complete an academic plan and obtain the counselor's approval of their proposed course schedules before registering for the next semester.
- Must achieve a minimum 2.0 GPA for each semester. If students do not achieve a semester GPA of 2.0 while on probation following a suspension, they again will be placed on academic suspension.
- When students' cumulative GPA is at least 2.0, they will return to good academic standing.

Students may appeal the decision of the Vice President of Student Services by notifying the President no later than five (5) days following the notification of suspension status. The President's decision is final.

**Requirements for Graduation**

South Piedmont Community College ensures all graduates of its degree and diploma programs have achieved competence in English, reading, mathematics, and computer skills by placing out of or successfully completing courses at the ENG 111, DMA 040 or MAT 070, and CIS 070 levels. Certificate graduates will demonstrate fundamental computer skills through successful completion of a web-enhanced and/or blended course. Effective with students enrolling in the 2014-2015 academic year, degree and diploma program graduates will be required to complete the e-portfolio.

In order to receive a degree, diploma, or certificate, you must complete a Graduation Application form. The Graduation Application form is available in the Student Services Office at either campus or on the SPCC website. The following minimum requirements apply for graduation. Some departments may have additional requirements applicable only to that department.

- Have a 2.0 GPA (grade point average) in your major and an overall 2.0 GPA
- Completed all required courses in your program of study
- Satisfied all division or departmental requirements
- Returned all property of the College, i.e., library books, videos, tapes, etc.

- Paid all fees due to the College
- Paid graduation fee
- Met residency requirements
- Ordered cap and gown

Your presence at graduation is expected. When attendance is impossible, you may petition, in writing, to the Vice President of Student Services for permission to graduate in absentia.

Graduation exercises will be conducted at the end of spring semester for students who will complete **all** coursework by the end of summer term. This includes courses taken at other colleges during the summer term. Upon completion of courses taken at other colleges during the summer term, you must submit official transcripts to the SPCC Registrar's Office, PO Box 126, Polkton, NC 28135, for immediate evaluation. You will not receive your degree or diploma until your official transcripts have been received and evaluated by the SPCC Registrar.

If you have taken classes at South Piedmont Community College toward a degree which will be awarded by another college, such as, Biotechnology (Gaston College), or Fire Protection Technology (Central Piedmont Community College), you must meet the graduation requirements of that college.

### **Residency Requirement for Graduation Policy**

To graduate from SPCC, students must complete a minimum of 25 percent of the credit hours required for a degree, diploma, or certificate in residence at SPCC. In meeting this requirement, students must complete at least 25 percent of the credit hours in the respective program (excluding general education requirements) at SPCC, unless otherwise approved by the College.

Examples of credits that do not meet the 25 percent requirement include, but are not limited to: transfer, credit by exam, AP, CLEP, or other forms of credits that do not involve SPCC course completion. Students changing programs at SPCC must meet the 25 percent requirement for the new program of study. Students may be required to repeat coursework for credit.

### **SPCC Graduation / Persistence Rates**

Information regarding the persistence rates relative to degree completion of students at South Piedmont Community College is available upon request from the Assistant Vice President of Planning and Institutional Effectiveness.

### **Honor Graduates**

If you will receive an associate degree and have a grade point average of 3.5 or higher in your major, honors will be noted on your degree. Honor graduates must have completed at least one-half (50%) of the credit hours required for a degree from South Piedmont Community College.

### **Graduates of Excellence**

The Graduates of Excellence program annually honors five outstanding graduates for their academic achievement, college and community leadership, and service to professional organizations. These graduates demonstrate the qualities necessary for a successful future and serve as role models for their colleagues.





## PROGRAMS OF STUDY

South Piedmont Community College offers programs of study in a wide range of college transfer and career areas. These programs of study lead to a certificate, a diploma, or an associate degree.

Most courses are offered on a 16-week semester basis or 80 school days. Courses may also be offered as 12-week, 8-week, or 4-week sessions. Courses are offered during the day, evenings, weekends, and as distance learning. Not all programs offer courses at all of these times or as distance learning options.

South Piedmont Community College ensures all graduates of its degree and diploma programs have achieved competence in English, reading, mathematics, and computer skills by placing out of or successfully completing courses at the DRE 098 or ENG 090 and RED 090; MAT 070 or DMA 040, and CIS 070 levels.

### College Transfer

College Transfer programs are designed to parallel the freshman and sophomore years of a four-year college or university. During the first two years of college, students take a program of general education coursework in the areas of English composition, humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics. These general education courses will enable students to gain a well-rounded education before going on to a four-year college or university.

College Transfer students may work toward an Associate in Arts (A.A.) or an Associate in Science (A.S.) degree. Students may attend classes full time or part time during the day, evening, or online.

During the first semester, students are assigned an advisor who will help select appropriate courses. All courses are approved by the State's Transfer Advisory Committee and will meet general education requirements in all schools in the University of North Carolina system. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Community College graduates of the Associate in Arts or Associate in Science degree programs who have earned 60 semester hours in approved transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a UNC institution. Due to degree requirements in some majors, additional courses at the UNC institution may be required beyond the general education courses and pre-major courses taken at the community college. Courses offered through bilateral agreements may not transfer to all receiving institutions.

### Associate in Arts Degree

(A10100)

The Associate in Arts degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Arts degree.

**GENERAL EDUCATION CORE .....45 SHC**

#### English Composition (6 SHC)

- ENG 111 Writing and Inquiry
- ENG 112 Writing/Research in the Disciplines

#### Humanities/Fine Arts (9 SHC)

- Communication (COM 231)
- Choose two courses from the following:
  - Art (ART 111, ART 114, ART 115)

- Literature (ENG 231, ENG 232)
- Music (MUS 110, MUS 112)
- Philosophy (PHI 215, PHI 240)

**Social/Behavioral Sciences (9 SHC)**

- Choose three courses (minimum 3 subjects) from the following:
  - Economics (ECO 251, ECO 252)
  - History (HIS 111, HIS 112, HIS 131, HIS 132)
  - Political Science (POL 120)
  - Psychology (PSY 150)
  - Sociology (SOC 210)

**Mathematics (3 SHC)**

- Choose one course from the following:
  - Mathematics (MAT 143, MAT 152, MAT 171)

**Natural Sciences (4 SHC)**

- Choose one course from the following:
  - Astronomy (AST 111/AST 111A; AST 151/AST 151A)
  - Biology (BIO 110, BIO 111)
  - Chemistry (CHM 151)
  - Geology (GEL 111)
  - Physics (PHY 110/PHY 110A)

**Additional General Education (14)**

- Information Systems (CIS 110)
- Foreign Language (Choose two courses from one of the following groups:)
  - American Sign Language (ASL 111, ASL 112, ASL 211, ASL 212)
  - Chinese (CHI 111, CHI 112, CHI 211, CHI 212)
  - French (FRE 111, FRE 112, FRE 211, FRE 212)
  - German (GER 111, GER 112, GER 211, GER 212)
  - Russian (RUS 111, RUS 112, RUS 211, RUS 212)
  - Spanish (SPA 111, SPA 112, SPA 211, SPA 212)
- Choose a minimum of 5 hours from the following:
  - ART 111, ART 114, ART 115
  - ASL 111, ASL 112, ASL 211, ASL 212
  - AST 111/AST 111A; AST 151/AST 151A
  - BIO 110, BIO 111, BIO 112, BIO 130, BIO 140
  - CHI 111, CHI 112, CHI 211, CHI 212
  - CHM 131/CHM 131A, CHM 132, CHM 151, CHM 152
  - CIS 115
  - COM 110, COM 120, COM 140
  - DRA 111, DRA 112, DRA 115, DRA 122, DRA 126, DRA 211, DRA 212
  - ECO 251, ECO 252
  - ENG 113, ENG 114, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262
  - FRE 111, FRE 112, FRE 211, FRE 212
  - GEO 111
  - GER 111, GER 112, GER 211, GER 212
  - HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132
  - HUM 110, HUM 120, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220
  - MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273
  - MUS 110, MUS 112, MUS 113, MUS 114, MUS 210, MUS 211, MUS 212, MUS 213
  - PHI 215, PHI 230, PHI 240
  - PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252
  - POL 110, POL 120, POL 210, POL 220
  - PSY 150, PSY 237, PSY 239, PSY 241, PSY 281
  - REL 110, REL 211, REL 212, REL 221
  - RUS 111, RUS 112, RUS 211, RUS 212

- SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 240
- SPA 111, SPA 112, SPA 211, SPA 212

**OTHER REQUIRED HOURS .....16 SHC**

**Required Courses (1 SHC)**

- ACA 122

**Electives (15 SHC)**

Choose a minimum of 15 additional hours from the college transfer general education, elective and/or pre-major courses listed below (maximum two credits from PED prefix):

- ACC 120, ACC 121
- ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 171, ART 212, ART 213, ART 214, ART 240, ART 241, ART 260, ART 271, ART 281, ART 282, ART 283, ART 284, ART 288
- ASL 111, ASL 112, ASL 211, ASL 212
- AST 111/AST 111A; AST 151/AST 151A
- BIO 110, BIO 111, BIO 112, BIO 130, BIO 140, BIO 163, BIO 165, BIO 166, BIO 250, BIO 271, BIO 275
- BUS 110, BUS 115, BUS 137
- CHI 111, CHI 112, CHI 211, CHI 212
- CHM 131, CHM 131A, CHM 151, CHM 152, CHM 251, CHM 252
- CIS 115
- CJC 111, CJC 121, CJC 141
- COM 110, COM 120, COM 140, COM 150, COM 251
- CSC 151
- DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 131, DRA 140, DRA 141, DRA 142, DRA 145, DRA 170, DRA 171, DRA 211, DRA 212
- ECO 251 ECO 252
- EDU 216
- EGR 150
- ENG 113, ENG 114, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 235, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 273
- FRE 111, FRE 112, FRE 161, FRE 211, FRE 212
- GEO 111
- GER 111, GER 112, GER 161, GER 211, GER 212
- HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 145, HIS 221, HIS 236
- HUM 110, HUM 120, HUM 130, HUM 150, HUM 160, HUM 170, HUM 180, HUM 211, HUM 212, HUM 220
- JOU 110, JOU 216, JOU, 217
- MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285
- MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 122, MUS 123, MUS 131, MUS 132, MUS 133, MUS 134, MUS 141, MUS 142, MUS 151, MUS 152, MUS 161, MUS 162, MUS 210, MUS 211, MUS 212, MUS 213, MUS 261, MUS 262
- PED 110, PED 113, PED 120, PED 122, PED 125, PED 142, PED 147, PED 163, PED 219, PED 237
- PHI 215, PHI 230, PHI 240
- PHY 110, PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252
- POL 110, POL 120, POL 210, POL 220
- PSY 150, PSY 211, PSY 231, PSY 237, PSY 239, PSY 241, PSY 243, PSY 246, PSY 249, PSY 259, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112, RUS 211, RUS 212
- SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244, SOC 245
- SPA 111, SPA 112, SPA 161, SPA 211, SPA 212

**TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM .....61 SHC**



## Associate in Science Degree

(A10400)

The Associate in Science degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Science degree.

**GENERAL EDUCATION CORE .....45 SHC**

### English Composition (6 SHC)

- ENG 111 Writing and Inquiry
- ENG 112 Writing/Research in the Disciplines

### Humanities/Fine Arts (6 SHC)

- Communication (COM 231)
- Choose one course from the following:
  - Art (ART 111, ART 114, ART 115)
  - Literature (ENG 231, ENG 232)
  - Music (MUS 110, MUS 112)
  - Philosophy (PHI 215, PHI 240)

### Social/Behavioral Sciences (6 SHC)

- Choose two courses (minimum two subjects) from the following:
  - Economics (ECO 251, ECO 252)
  - History (HIS 111, HIS 112, HIS 131, HIS 132)
  - Political Science (POL 120)
  - Psychology (PSY 150)
  - Sociology (SOC 210)

### Mathematics (8 SHC)

- Choose two courses from the following:
  - Mathematics (MAT 171, MAT 172, MAT 263, MAT 271)

### Natural Sciences (8 SHC)

- Choose one group from the following:
  - AST 151/AST 151A and BIO 110
  - AST 151/AST 151A and GEL 111
  - AST 151/AST 151A and PHY 110/PHY 110A
  - BIO 111 and BIO 112
  - BIO 110 and GEL 111
  - BIO 110 and PHY 110/PHY 110A
  - CHM 151 and CHM 152
  - PHY 110/PHY 110A and GEL 111
  - PHY 151 and PHY 152
  - PHY 251 and PHY 252

### Additional General Education (14)

- Computer Science (CIS 110)
- Foreign Language (Choose two courses from one of the following groups:)
  - American Sign Language (ASL 111, ASL 112, ASL 211, ASL 212)
  - Chinese (CHI 111, CHI 112, CHI 211, CHI 212)
  - French (FRE 111, FRE 112, FRE 211, FRE 212)
  - German (GER 111, GER 112, GER 211, GER 212)
  - Russian (RUS 111, RUS 112, RUS 211, RUS 212)
  - Spanish (SPA 111, SPA 112, SPA 211, SPA 212)
- Electives (Choose a minimum of 2 credits from the following:)
  - ART 111, ART 114, ART 115
  - ASL 111, ASL 112, ASL 211, ASL 212
  - AST 111/AST 111A; AST 151/AST 151A
  - BIO 110, BIO 111, BIO 112, BIO 130, BIO 140

- CHI 111, CHI 112, CHI 211, CHI 212
- CHM 131/CHM 131A, CHM 132, CHM 151, CHM 152
- CIS 115
- COM 110, COM 120, COM 140
- DRA 111, DRA 112, DRA 115, DRA 122, DRA 126, DRA 211, DRA 212
- ECO 251, ECO 252
- ENG 113, ENG 114, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 243, ENG 261, ENG 262
- FRE 111, FRE 112, FRE 211, FRE 212
- GEO 111
- GER 111, GER 112, GER 211, GER 212
- HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132
- HUM 110, HUM 120, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220
- MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273
- MUS 110, MUS 112, MUS 113, MUS 114, MUS 210, MUS 211, MUS 212, MUS 213
- PHI 215, PHI 230, PHI 240
- PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252
- POL 110, POL 120, POL 210, POL 220
- PSY 150, PSY 237, PSY 239, PSY 241, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112, RUS 211, RUS 212
- SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 240
- SPA 111, SPA 112, SPA 211, SPA 212

**OTHER REQUIRED HOURS .....16 SHC**

**Required Courses (1 SHC)**

- ACA 122

**Electives (15 SHC)**

Choose a minimum of 15 additional hours from the college transfer general education, elective and/or pre-major courses listed below (maximum two credits from PED prefix):

- ACC 120, ACC 121
- ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 171, ART 212, ART 213, ART 214, ART 240, ART 241, ART 260, ART 271, ART 281, ART 282, ART 283, ART 284, ART 288
- ASL 111, ASL 112, ASL 211, ASL 212
- AST 111/AST 111A; AST 151/AST 151A
- BIO 110, BIO 111, BIO 112, BIO 130, BIO 140, BIO 163, BIO 165, BIO 166, BIO 250, BIO 271, BIO 275
- BUS 110, BUS 115, BUS 137
- CHI 111, CHI 112, CHI 211, CHI 212
- CHM 131, CHM 131A, CHM 151, CHM 152, CHM 251, CHM 252
- CIS 115
- CJC 111, CJC 121, CJC 141
- COM 110, COM 120, COM 140, COM 150, COM 251
- CSC 151
- DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 131, DRA 140, DRA 141, DRA 142, DRA 145, DRA 170, DRA 171, DRA 211, DRA 212
- ECO 251 ECO 252
- EDU 216
- EGR 150
- ENG 113, ENG 114, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 235, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 273
- FRE 111, FRE 112, FRE 161, FRE 211, FRE 212
- GEO 111
- GER 111, GER 112, GER 161, GER 211, GER 212
- HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 145, HIS 221, HIS 236

- HUM 110, HUM 120, HUM 130, HUM 150, HUM 160, HUM 170, HUM 180, HUM 211, HUM 212, HUM 220
- JOU 110, JOU 216, JOU, 217
- MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285
- MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 122, MUS 123, MUS 131, MUS 132, MUS 133, MUS 134, MUS 141, MUS 142, MUS 151, MUS 152, MUS 161, MUS 162, MUS 210, MUS 211, MUS 212, MUS 213, MUS 261, MUS 262
- PED 110, PED 113, PED 120, PED 122, PED 125, PED 142, PED 147, PED 163, PED 219, PED 237
- PHI 215, PHI 230, PHI 240
- PHY 110, PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252
- POL 110, POL 120, POL 210, POL 220
- PSY 150, PSY 211, PSY 231, PSY 237, PSY 239, PSY 241, PSY 243, PSY 246, PSY 249, PSY 259, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112, RUS 211, RUS 212
- SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244, SOC 245
- SPA 111, SPA 112, SPA 161, SPA 211, SPA 212

**TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM .....61 SHC**

A community college student who was enrolled in an Associate in Fine Arts (AFA) degree program and who satisfactorily completed the courses with a grade of "C" or better in all courses that are designated for college transfer will receive credit for those courses. AFA students completing Universal General Education Transfer Component courses will receive equivalent general education course credit for those courses at the receiving institution. For courses not designated as Universal General Education Transfer Component, the receiving institution will determine whether the course will count as general education or pre-major/elective credit. Students in the AFA programs who transfer must meet the general education requirements of the receiving institution.

## **Associate in Fine Arts Degree**

(A10200)

The Associate in Fine Arts degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Fine Arts degree.

### **GENERAL EDUCATION CORE .....28 SHC**

#### **English Composition (6 SHC)**

- ENG 111 Writing and Inquiry
- ENG 112 Writing/Research in the Disciplines

#### **Humanities/Fine Arts (6 SHC)**

- Communication (COM 231)
- Literature (Choose one course: ENG 231, ENG 232)

#### **Social/Behavioral Sciences (9 SHC)**

- History (Choose one course: HIS 111, HIS 112, HIS 131, HIS 132)
- Choose two courses (minimum 2 subjects) from the following:
  - Economics (ECO 251, ECO 252)
  - Political Science (POL 120)
  - Psychology (PSY 150)
  - Sociology (SOC 210)

#### **Mathematics (3 SHC)**

- Mathematics (MAT 143)

#### **Natural Sciences (4 SHC)**

- Choose one course from the following:
  - Astronomy (AST 111/AST 111A)
  - Biology (BIO 110, BIO 111)
  - Chemistry (CHM 151)
  - Physics (PHY 110/PHY 110A)

### **OTHER REQUIRED HOURS .....37 SHC**

#### **Required Courses (4 SHC)**

- ACA 122
- CIS 110

#### **Electives (33 SHC)**

- Choose a minimum of 33 additional hours from the college transfer general education, elective and/or pre-major courses listed below (maximum two credits from PED prefix):
  - ACC 120, ACC 121
  - ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 171, ART 212, ART 213, ART 214, ART 240, ART 241, ART 260, ART 271, ART 281, ART 282, ART 283, ART 284, ART 288
  - ASL 111, ASL 112, ASL 211, ASL 212
  - AST 111/AST 111A; AST 151/AST 151A
  - BIO 110, BIO 111, BIO 112, BIO 130, BIO 140, BIO 163, BIO 165, BIO 166, BIO 250, BIO 271, BIO 275
  - BUS 110, BUS 115, BUS 137
  - CHI 111, CHI 112, CHI 211, CHI 212
  - CHM 131, CHM 131A, CHM 151, CHM 152



- CIS 115
- CJC 111, CJC 121, CJC 141
- COM 110, COM 120, COM 140, COM 150, COM 251
- DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 131, DRA 140, DRA 141, DRA 142, DRA 145, DRA 170, DRA 171, DRA 211, DRA 212
- ECO 251 ECO 252
- EDU 216
- ENG 113, ENG 114, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 235, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 273
- FRE 111, FRE 112, FRE 161, FRE 211, FRE 212
- GEO 111
- GER 111, GER 112, GER 161, GER 211, GER 212
- HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 145, HIS 221, HIS 236
- HUM 110, HUM 120, HUM 130, HUM 150, HUM 160, HUM 170, HUM 180, HUM 211, HUM 212, HUM 220
- JOU 110, JOU 216, JOU, 217
- MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285
- MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 122, MUS 123, MUS 131, MUS 132, MUS 133, MUS 134, MUS 141, MUS 142, MUS 151, MUS 152, MUS 161, MUS 162, MUS 210, MUS 211, MUS 212, MUS 213, MUS 261, MUS 262
- PED 110, PED 113, PED 120, PED 122, PED 125, PED 142, PED 147, PED 163, PED 219, PED 237
- PHI 215, PHI 230, PHI 240
- PHY 110, PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252
- POL 110, POL 120, POL 210, POL 220
- PSY 150, PSY 211, PSY 231, PSY 237, PSY 239, PSY 241, PSY 243, PSY 246, PSY 249, PSY 259, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112, RUS 211, RUS 212
- SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244, SOC 245
- SPA 111, SPA 112, SPA 161, SPA 211, SPA 212

**TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM .....65 SHC**

### Associate in Fine Arts Degree Visual Art Pathway (A10200A)

The Associate in Arts degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Arts degree.

**GENERAL EDUCATION CORE .....28 SHC**

#### **English Composition (6 SHC)**

- ENG 111 Writing and Inquiry
- ENG 112 Writing/Research in the Disciplines

#### **Humanities/Fine Arts (6 SHC)**

- Communication (COM 231)
- Literature (Choose one course: ENG 231, ENG 232)

#### **Social/Behavioral Sciences (9 SHC)**

- History (Choose one course: HIS 111, HIS 112, HIS 131, HIS 132)
- Choose two courses (minimum 2 subjects) from the following:
  - Economics (ECO 251, ECO 252)
  - Political Science (POL 120)

- Psychology (PSY 150)
- Sociology (SOC 210)

**Mathematics (3 SHC)**

- Mathematics (MAT 143)

**Natural Sciences (4 SHC)**

- Choose one course from the following:
  - Astronomy (AST 111/AST 111A)
  - Biology (BIO 110, BIO 111)
  - Chemistry (CHM 151)
  - Physics (PHY 110/PHY 110A)

**OTHER REQUIRED HOURS .....37 SHC**

**Required Courses (23 SHC)**

- ACA 122
- ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 214
- CIS 110

**Art Elective (6 SHC)**

- Choose one set from the following:
  - ART 240 and ART 241
  - ART 281 and ART 282
  - ART 283 and ART 284

**Electives (8 SHC)**

- Choose a minimum of 8 additional hours from the college transfer general education, elective and/or pre-major courses listed below (maximum two credits from PED prefix):
  - ACC 120, ACC 121
  - ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 171, ART 212, ART 213, ART 214, ART 240, ART 241, ART 260, ART 271, ART 281, ART 282, ART 283, ART 284, ART 288
  - ASL 111, ASL 112, ASL 211, ASL 212
  - AST 111/AST 111A; AST 151/AST 151A
  - BIO 110, BIO 111, BIO 112, BIO 130, BIO 140, BIO 163, BIO 165, BIO 166, BIO 250, BIO 271, BIO 275
  - BUS 110, BUS 115, BUS 137
  - CHI 111, CHI 112, CHI 211, CHI 212
  - CHM 131, CHM 131A, CHM 151, CHM 152
  - CIS 115
  - CJC 111, CJC 121, CJC 141
  - COM 110, COM 120, COM 140, COM 150, COM 251
  - DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 131, DRA 140, DRA 141, DRA 142, DRA 145, DRA 170, DRA 171, DRA 211, DRA 212
  - ECO 251 ECO 252
  - EDU 216
  - ENG 113, ENG 114, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 235, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 273
  - FRE 111, FRE 112, FRE 161, FRE 211, FRE 212
  - GEO 111
  - GER 111, GER 112, GER 161, GER 211, GER 212
  - HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 145, HIS 221, HIS 236
  - HUM 110, HUM 120, HUM 130, HUM 150, HUM 160, HUM 170, HUM 180, HUM 211, HUM 212, HUM 220
  - JOU 110, JOU 216, JOU, 217
  - MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285
  - MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 122, MUS 123, MUS 131, MUS 132, MUS 133, MUS 134, MUS 141, MUS 142, MUS 151, MUS 152, MUS 161, MUS 162, MUS 210, MUS 211, MUS 212, MUS 213, MUS 261, MUS 262
  - PED 110, PED 113, PED 120, PED 122, PED 125, PED 142, PED 147, PED 163, PED 219, PED 237

- PHI 215, PHI 230, PHI 240
- PHY 110, PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252
- POL 110, POL 120, POL 210, POL 220
- PSY 150, PSY 211, PSY 231, PSY 237, PSY 239, PSY 241, PSY 243, PSY 246, PSY 249, PSY 259, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112, RUS 211, RUS 212
- SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244, SOC 245
- SPA 111, SPA 112, SPA 161, SPA 211, SPA 212

**TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM .....65 SHC**

### **Associate in Fine Arts Degree Drama Pathway (A10200D)**

The Associate in Arts degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Arts degree.

**GENERAL EDUCATION CORE .....28 SHC**

#### **English Composition (6 SHC)**

- ENG 111 Writing and Inquiry
- ENG 112 Writing/Research in the Disciplines

#### **Humanities/Fine Arts (6 SHC)**

- Communication (COM 231)
- Literature (Choose one course: ENG 231, ENG 232)

#### **Social/Behavioral Sciences (9 SHC)**

- History (Choose one course: HIS 111, HIS 112, HIS 131, HIS 132)
- Choose two courses (minimum 2 subjects) from the following:
  - Economics (ECO 251, ECO 252)
  - Political Science (POL 120)
  - Psychology (PSY 150)
  - Sociology (SOC 210)

#### **Mathematics (3 SHC)**

- Mathematics (MAT 143)

#### **Natural Sciences (4 SHC)**

- Choose one course from the following:
  - Astronomy (AST 111/AST 111A)
  - Biology (BIO 110, BIO 111)
  - Chemistry (CHM 151)
  - Physics (PHY 110/PHY 110A)

**OTHER REQUIRED HOURS .....37 SHC**

#### **Required Courses (25 SHC)**

- ACA 122
- CIS 110
- DRA 111, DRA 115, DRA 120, DRA 126, DRA 130, DRA 170, DRA 212

#### **Art Elective (6 SHC)**

- Choose 6 hours from the following courses:
  - ART 122
  - DRA 112, DRA 122, DRA 131, DRA 140, DRA 141, DRA 142, DRA 171, DRA 211
  - MUS 212, MUS 213

**Electives (6 SHC)**

- Choose a minimum of 6 additional hours from the college transfer general education, elective and/or pre-major courses listed below (maximum two credits from PED prefix):
- ACC 120, ACC 121
- ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 171, ART 212, ART 213, ART 214, ART 240, ART 241, ART 260, ART 271, ART 281, ART 282, ART 283, ART 284, ART 288
- ASL 111, ASL 112, ASL 211, ASL 212
- AST 111/AST 111A; AST 151/AST 151A
- BIO 110, BIO 111, BIO 112, BIO 130, BIO 140, BIO 163, BIO 165, BIO 166, BIO 250, BIO 271, BIO 275
- BUS 110, BUS 115, BUS 137
- CHI 111, CHI 112, CHI 211, CHI 212
- CHM 131, CHM 131A, CHM 151, CHM 152
- CIS 115
- CJC 111, CJC 121, CJC 141
- COM 110, COM 120, COM 140, COM 150, COM 251
- DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 131, DRA 140, DRA 141, DRA 142, DRA 145, DRA 170, DRA 171, DRA 211, DRA 212
- ECO 251 ECO 252
- EDU 216
- ENG 113, ENG 114, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 235, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 273
- FRE 111, FRE 112, FRE 161, FRE 211, FRE 212
- GEO 111
- GER 111, GER 112, GER 161, GER 211, GER 212
- HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 145, HIS 221, HIS 236
- HUM 110, HUM 120, HUM 130, HUM 150, HUM 160, HUM 170, HUM 180, HUM 211, HUM 212, HUM 220
- JOU 110, JOU 216, JOU, 217
- MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285
- MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 122, MUS 123, MUS 131, MUS 132, MUS 133, MUS 134, MUS 141, MUS 142, MUS 151, MUS 152, MUS 161, MUS 162, MUS 210, MUS 211, MUS 212, MUS 213, MUS 261, MUS 262
- PED 110, PED 113, PED 120, PED 122, PED 125, PED 142, PED 147, PED 163, PED 219, PED 237
- PHI 215, PHI 230, PHI 240
- PHY 110, PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252
- POL 110, POL 120, POL 210, POL 220
- PSY 150, PSY 211, PSY 231, PSY 237, PSY 239, PSY 241, PSY 243, PSY 246, PSY 249, PSY 259, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112, RUS 211, RUS 212
- SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244, SOC 245
- SPA 111, SPA 112, SPA 161, SPA 211, SPA 212

**TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM .....65 SHC**



## Associate in Fine Arts Degree Music Pathway (A10200M)

The Associate in Arts degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Arts degree.

### GENERAL EDUCATION CORE .....28 SHC

#### English Composition (6 SHC)

- ENG 111 Writing and Inquiry
- ENG 112 Writing/Research in the Disciplines

#### Humanities/Fine Arts (6 SHC)

- Communication (COM 231)
- Literature (Choose one course: ENG 231, ENG 232)

#### Social/Behavioral Sciences (9 SHC)

- History (Choose one course: HIS 111, HIS 112, HIS 131, HIS 132)
- Choose two courses (minimum 2 subjects) from the following:
  - Economics (ECO 251, ECO 252)
  - Political Science (POL 120)
  - Psychology (PSY 150)
  - Sociology (SOC 210)

#### Mathematics (3 SHC)

- Mathematics (MAT 143)

#### Natural Sciences (4 SHC)

- Choose one course from the following:
  - Astronomy (AST 111/AST 111A)
  - Biology (BIO 110, BIO 111)
  - Chemistry (CHM 151)
  - Physics (PHY 110/PHY 110A)

### OTHER REQUIRED HOURS .....37 SHC

#### Required Courses (25 SHC)

- ACA 122
- CIS 110
- MUS 121, MUS 122, MUS 123, MUS 141, MUS 142, MUS 151, MUS 152, MUS 161, MUS 162, MUS 261, MUS 262

#### Electives (12 SHC)

- Choose a minimum of 12 additional hours from the college transfer general education, elective and/or pre-major courses listed below (maximum two credits from PED prefix):
  - ACC 120, ACC 121
  - ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 171, ART 212, ART 213, ART 214, ART 240, ART 241, ART 260, ART 271, ART 281, ART 282, ART 283, ART 284, ART 288
  - ASL 111, ASL 112, ASL 211, ASL 212
  - AST 111/AST 111A; AST 151/AST 151A
  - BIO 110, BIO 111, BIO 112, BIO 130, BIO 140, BIO 163, BIO 165, BIO 166, BIO 250, BIO 271, BIO 275
  - BUS 110, BUS 115, BUS 137
  - CHI 111, CHI 112, CHI 211, CHI 212
  - CHM 131, CHM 131A, CHM 151, CHM 152
  - CIS 115
  - CJC 111, CJC 121, CJC 141
  - COM 110, COM 120, COM 140, COM 150, COM 251
  - DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 131, DRA 140, DRA 141, DRA 142, DRA 145, DRA 170, DRA 171, DRA 211, DRA 212

- ECO 251 ECO 252
- EDU 216
- ENG 113, ENG 114, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 235, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 273
- FRE 111, FRE 112, FRE 161, FRE 211, FRE 212
- GEO 111
- GER 111, GER 112, GER 161, GER 211, GER 212
- HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 145, HIS 221, HIS 236
- HUM 110, HUM 120, HUM 130, HUM 150, HUM 160, HUM 170, HUM 180, HUM 211, HUM 212, HUM 220
- JOU 110, JOU 216, JOU, 217
- MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285
- MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 122, MUS 123, MUS 131, MUS 132, MUS 133, MUS 134, MUS 141, MUS 142, MUS 151, MUS 152, MUS 161, MUS 162, MUS 210, MUS 211, MUS 212, MUS 213, MUS 261, MUS 262
- PED 110, PED 113, PED 120, PED 122, PED 125, PED 142, PED 147, PED 163, PED 219, PED 237
- PHI 215, PHI 230, PHI 240
- PHY 110, PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252
- POL 110, POL 120, POL 210, POL 220
- PSY 150, PSY 211, PSY 231, PSY 237, PSY 239, PSY 241, PSY 243, PSY 246, PSY 249, PSY 259, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112, RUS 211, RUS 212
- SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244, SOC 245
- SPA 111, SPA 112, SPA 161, SPA 211, SPA 212

**TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM .....65 SHC**

**The Associate in General Education degree does not meet the standards of the Comprehensive Articulation Agreement with the UNC System, and therefore, is a terminal program and will not transfer to four-year institutions.**

## **Associate in General Education Degree**

(A10300)

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

### **GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)**

#### **Communications (6 SHC)**

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### **Humanities/Fine Arts (3 SHC) Choose one course:**

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213)
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### **Social/Behavioral Sciences (3 SHC) Choose one course:**

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

#### **Natural Sciences/Mathematics (3 SHC) Choose one course:**

- Biology (BIO 111, BIO 140, BIO 163, BIO 165)
- Chemistry (CHM 131/CHM 131A, CHM 151)
- Physics (PHY 110/PHY 110A)
- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171)

### **OTHER REQUIRED HOURS .....50 SHC**

#### **Required Courses (4 SHC)**

- CIS 110
- WBL 110

**Electives (46 SHC)** Choose at least 46 hours from the general education or professional courses listed below (maximum two credits from PED prefix):

- ACA 122
- ACC 120, ACC 121, ACC 129, ACC 130, ACC 140, ACC 149, ACC 150, ACC 215, ACC 220, ACC 221, ACC 225
- AHR 110, AHR 111, AHR 112, AHR 113, AHR 114, AHR 125, AHR 133, AHR 140, AHR 160, AHR 180, AHR 211, AHR 212, AHR 213, AHR 240, AHR 250, AHR 255

- ALT 120
- ART 111, ART 114, ART 115, ART 121, ART 122, ART 130, ART 131, ART 171, ART 212, ART 213, ART 214, ART 240, ART 241, ART 260, ART 281, ART 282, ART 283, ART 284, ART 288
- ASL 111, ASL 112, ASL, 211 ASL, 212
- ATR 112
- BAF 110, BAF 121
- BIO 110, BIO 111, BIO 112, BIO 130, BIO 140, BIO 163, BIO 165, BIO 166, BIO 250, BIO 271, BIO 275
- BPR 111
- BUS 110, BUS 115, BUS 116, BUS 121, BUS 125, BUS 135, BUS 137, BUS 139, BUS 147, BUS 152, BUS 153, BUS 217, BUS 220, BUS 225, BUS 234, BUS 239, BUS 240, BUS 280
- CCT 110, CCT 112, CCT 121, CCT 220, CCT 231, CCT 272, CCT 273, CCT, 285, CCT 289
- CET 150, CET 250
- CHI 111, CHI 112, CHI 211, CHI 212
- CHM 131/CHM 131A, CHM 132, CHM 151, CHM 152, CHM 251, CHM 252
- CIS 115
- CJC 111, CJC 112, CJC 113, CJC 121, CJC 131, CJC 132, CJC 141, CJC 151, CJC 160, CJC 212, CJC 213, CJC 214, CJC 215, CJC 221, CJC 222, CJC 223, CJC 231, CJC 232
- COM 110, COM 120, COM 140, COM 231, COM 251
- CSC 151
- CTS 120, CTS 125, CTS 130, CTS 155, CTS 285, CTS 289
- DBA 110, DBA 120
- DFT 151, DFT 152, DFT 154
- DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 131, DRA 140, DRA 141, DRA 142, DRA 145, DRA 170, DRA 171, DRA 211, DRA 212
- ECM 210
- ECO 251, ECO 252
- EDU 118, EDU 119, EDU 131, EDU 144, EDU 145, EDU 146, EDU 151, EDU 153, EDU 154, EDU 157, EDU 158, EDU 161, EDU 163, EDU 184, EDU 188, EDU 216, EDU 221, EDU 222, EDU 223, EDU 234, EDU 235, EDU 247, EDU 248, EDU 250, EDU 251, EDU 253, EDU 259, EDU 261, EDU 262, EDU 271, EDU 275, EDU 280, EDU 284, EDU 285, EDU 289
- EGR 150, EGR 251, EGR 252
- ELC 111, ELC 112, ELC 113, ELC 115, ELC 117, ELC 118, ELC 128, ELC 213, ELC 215, ELC 220, ELC 221
- ELN 131, ELN 132, ELN 133, ELN 231, ELN 275
- ENG 112, ENG 113, ENG 114, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 235, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 273
- ETR 220, ETR 230, ETR 240, ETR 270
- FRE 111, FRE 112, FRE 161, FRE 211, FRE 212
- GEO 111
- GER 111, GER 112, GER 161, GER 211, GER 212
- GRD 110, GRD 113, GRD 121, GRD 122, GRD 131, GRD 141, GRD 142, GRD 151, GRD 152, GRD 167, GRD 241, GRD 265, GRD 271, GRD 275, GRD 280, GRD 281, GRD 285
- GRO 120
- HBI 110, HBI 113, HBI 250
- HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 145, HIS 221, HIS 236
- HIT 211, HIT 214
- HSE 110, HSE 123, HSE 125, HSE 220, HSE 225, HSE 242
- HUM 110, HUM 120, HUM 130, HUM 150, HUM 160, HUM 170, HUM 180, HUM 211, HUM 212, HUM 220
- HYD 110, HYD 121, HYD 210
- ISC 112, ISC 132
- JOU 110, JOU 216, JOU 217
- LEX 110, LEX 120, LEX 130, LEX 140, LEX 141, LEX 150, LEX 210, LEX 211, LEX 220, LEX 240, LEX 250, LEX 280



- MAC 111, MAC 112, MAC 113, MAC 114, MAC 121, MAC 122, MAC 124, MAC 132, MAC 151, MAC 152, MAC 226, MAC 241, MAC 243
- MAT 140, MAT 143, MAT 151, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285
- MEC 130, MEC 142, MEC 145, MEC 151, MEC 180, MEC 260
- MED 121, MED 122, MED 130, MED 131
- MKT 120
- MNT 110, MNT 111
- MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 122, MUS 123, MUS 131, MUS 132, MUS 133, MUS 134, MUS 141, MUS 142, MUS 151, MUS 152, MUS 161, MUS 162, MUS 210, MUS 211, MUS 212, MUS 213, MUS 261 MUS 262
- NET 125
- NOS 110, NOS 120, NOS 130, NOS 230
- OST 131, OST 134, OST 136, OST 148, OST 149, OST 164, OST 184, OST 236, OST 241 OST 242, OST 243, OST 247, OST 248, OST 249, OST 250, OST 286
- PED 110, PED 113, PED 120, PED 122, PED 125, PED 142, PED 147, PED 163, PED 219, PED 237
- PHI 215, PHI 230, PHI 240
- PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252
- POL 110, POL 120, POL 210, POL 220
- PSY 150, PSY 211, PSY 231, PSY 237, PSY 239, PSY 241, PSY 246, PSY 249, PSY 259, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112, RUS 211, RUS 212
- SAB 110, SAB 130, SAB 140
- SEC 110
- SGD 111, SGD 112, SGD 113
- SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244, SOC, 245
- SPA 111, SPA 112, SPA 120, SPA 161, SPA 211, SPA 212
- SWK 113
- WEB 110, WEB 120, WEB 140, WEB 210, WEB 214, WEB 250, WEB 289
- WLD 112, WLD 115, WLD 212

**TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM .....65 SHC**

## CAREER ORIENTED PROGRAMS

### Accounting Degree

(A25100)

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

#### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

##### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

##### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213)
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

##### Social/Behavioral Sciences (3 SHC) Choose one course:

- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

##### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (24 Credit Hours)</b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 220	Intermediate Accounting I	3	2	0	4
BUS 115	Business Law I	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
<b>OTHER MAJOR HOURS (28 Credit Hours)</b>					
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
ACC 215	Ethics in Accounting	3	0	0	3
ACC 225	Cost Accounting	3	0	0	3
BUS 121	Business Math	2	2	0	3

BUS 137	Principles of Management	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
<b>Electives (Choose at least 9 Credit Hours)</b>					
ACC 130	Business Income Taxes	2	2	0	3
ACC 149	Introduction to Accounting Spreadsheets	1	2	0	2
ACC 221	Intermediate Accounting II	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 116	Business Law II	3	0	0	3
BUS 125	Personal Finance	3	0	0	3
BUS 135	Principles of Supervision	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 152	Human Relations	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 280	REAL Small Business	4	0	0	4
CTS 125	Presentation Graphics	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ETR 230	Entrepreneurship Marketing	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE ..... 67**

### Accounting Certificate

(C25100)

		Class	Lab	Clinic/Exp	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
BUS 121	Business Math	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 17**

## Advertising and Graphic Design Degree

(A30100)

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Biology (BIO 111, BIO 140, BIO 163, BIO 165)
- Chemistry (CHM 131/CHM 131A, CHM 151)
- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171)
- Physics (PHY 110/PHY 110A)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (29 Credit Hours)</b>					
GRD 110	Typography I	2	2	0	3
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 131	Illustration I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 142	Graphic Design II	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Techniques I	1	4	0	3
GRD 241	Graphic Design III	2	4	0	4
GRD 280	Portfolio Design	2	4	0	4
<b>OTHER MAJOR HOURS (21 Credit Hours)</b>					
BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3



GRD 122	Drawing Fundamentals II	1	3	0	2
GRD 285	Client/Media Relations	1	2	0	2
WBL 110	World of Work	1	0	0	1
WEB 140	Web Development Tools	2	2	0	3
WEB 214	Social Media	2	2	0	3
<b>Electives</b> (Choose at least 3 Credit Hours)					
CTS 125	Presentation Graphics	2	2	0	3
GRD 113	History of Graphic Design	3	0	0	3
GRD 167	Photographic Imaging I	1	4	0	3
GRD 265	Digital Print Production	1	4	0	3
GRD 271	Multimedia Design I	1	3	0	2
GRD 272	Multimedia Design II	1	3	0	2
GRD 275	Animation I	1	3	0	2
GRD 281	Design of Advertising	2	0	0	2
MKT 120	Principles of Marketing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
SGD 111	Introduction to SGD	2	3	0	3
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 120	Intro Internet Multimedia	2	2	0	3
WEB 210	Web Design	2	2	0	3

**TOTAL CREDIT HOURS IN DEGREE .....65**

## Advertising and Graphic Design Diploma (D30100)

### GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (21 Credit Hours)</b>					
GRD 110	Typography I	2	2	0	3
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 131	Illustration I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 142	Graphic Design II	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Techniques I	1	4	0	3
<b>OTHER MAJOR HOURS (10 Credit Hours)</b>					
BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3
<b>Electives</b> (Choose at least 3 Credit Hours)					
CTS 125	Presentation Graphics	2	2	0	3
GRD 113	History of Graphic Design	3	0	0	3
GRD 122	Drawing Fundamentals II	1	3	0	2
GRD 167	Photographic Imaging I	1	4	0	3
GRD 271	Multimedia Design I	1	3	0	2
GRD 272	Multimedia Design II	1	3	0	2
GRD 275	Animation I	1	3	0	2

GRD 281	Design of Advertising	2	0	0	2
MKT 120	Principles of Marketing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
SGD 111	Introduction to SGD	2	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 120	Intro Internet Multimedia	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 214	Social Media	2	2	0	3
<b>TOTAL CREDIT HOURS IN DIPLOMA .....</b>					<b>37</b>

### Advertising and Graphic Design Certificate (C30100)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 167	Photographic Imaging I	1	4	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
<b>TOTAL CREDIT HOURS IN CERTIFICATE .....</b>					<b>18</b>

### Advertising and Graphic Design - Advertising Layout Certificate (C30100A)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
GRD 110	Typography I	2	2	0	3
GRD 113	History of Graphic Design	3	0	0	3
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Techniques I	1	4	0	3
GRD 281	Design of Advertising	2	0	0	2
<b>TOTAL CREDIT HOURS IN CERTIFICATE .....</b>					<b>17</b>

### Advertising and Graphic Design - Creative Design Certificate (C30100B)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
GRD 110	Typography I	2	2	0	3
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 131	Illustration I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
<b>TOTAL CREDIT HOURS IN CERTIFICATE .....</b>					<b>17</b>

### Advertising and Graphic Design - Web Design Certificate

(C30100C)

		Class	Lab	Clinic/Exp	Credit
GRD 151	Computer Design Basics	1	4	0	3
GRD 271	Multimedia Design I	1	3	0	2
GRD 275	Animation I	1	3	0	2
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE** ..... 16

### Advertising and Graphic Design - Multimedia Design Certificate

(C30100D)

		Class	Lab	Clinic/Exp	Credit
GRD 151	Computer Design Basics	1	4	0	3
GRD 271	Multimedia Design I	1	3	0	2
GRD 272	Multimedia Design II	1	3	0	2
GRD 275	Animation I	1	3	0	2
WEB 120	Intro Internet Multimedia	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 214	Social Media	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE** ..... 18

### Agribusiness Technology Degree

(A15100)

The Agribusiness Systems curriculum are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations, wholesale and retail produce management; nursery operations; and environmental and agricultural education.

The Agribusiness Technology program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specializations, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

#### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

##### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

##### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)

- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)** Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Biology (BIO 111, BIO 140, BIO 163, BIO 165)
- Chemistry (CHM 131/CHM 131A, CHM 151)
- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171)
- Physics (PHY 110/PHY 110A)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (31 Credit Hours)</b>					
AGR 130	Alternative Ag Production	3	0	0	3
AGR 139	Intro to Sustainable Agriculture	3	0	0	3
AGR 140	Agricultural Chemicals	2	2	0	3
AGR 150	Ag-O-Metrics	3	0	0	3
AGR 170	Soil Science	2	2	0	3
AGR 212	Farm Business Management	3	0	0	3
AGR 213	Ag Law & Finance	3	0	0	3
AGR 214	Agricultural Marketing	3	0	0	3
AGR 262	Weed ID & Control	2	3	0	3
ANS 110	Animal Science	3	0	0	3
WBL 111	Work-Based Learning I (and)	0	0	10	1
<b>OTHER MAJOR HOURS (18 Credit Hours)</b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
AGR 160	Plant Science	2	2	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3
WBL 115	Work-Based Learning Seminar I	1	0	0	1
<b>TOTAL CREDIT HOURS IN DEGREE .....</b>					<b>64</b>



## Air Conditioning, Heating, and Refrigeration Technology Degree (A35100)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools, and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213)
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (32 Credit Hours)</b>					
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
AHR 125	HVACR Electronics	2	2	0	3
AHR 211	Residential System Design	2	2	0	3
AHR 212	Advanced Comfort Systems	2	6	0	4
AHR 213	HVACR Building Code	1	2	0	2
<b>OTHER MAJOR HOURS (21 Credit Hours)</b>					
AHR 140	All Weather Systems	1	3	0	2
AHR 180	HVACR Customer Relations	1	0	0	1
AHR 240	Hydronic Heating	1	3	0	2
AHR 250	HVAC System Diagnostics	0	4	0	2
AHR 255	Indoor Air Quality	1	2	0	2
CIS 110	Introduction to Computers	2	2	0	3

**Electives** (Choose 9 Credit Hours)

AHR 133	HVAC Servicing	2	6	0	4
AHR 160	Refrigerant Certification	1	0	0	1
BPR 111	Print Reading	1	2	0	2
BUS 280	REAL Small Business	4	0	0	4
ELC 112	DC/AC Electricity	3	6	0	5
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WBL 121	Work-Based Learning II	0	0	10	1

**TOTAL CREDIT HOURS IN DEGREE** ..... 68**Air Conditioning, Heating, and Refrigeration Technology Diploma**

(D35100)

**GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)****Communications (6 SHC)**

- English Composition (ENG 111)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171)

**MAJOR HOURS - CORE COURSES (23 Credit Hours)**

		Class	Lab	Clinic/Exp	Credit
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
AHR 125	HVACR Electronics	2	2	0	3

**OTHER MAJOR HOURS (11 Credit Hours)**

AHR 140	All Weather Systems	1	3	0	2
CIS 110	Introduction to Computers	2	2	0	3

**Electives** (Choose 6 Credit Hours)

AHR 133	HVAC Servicing	2	6	0	4
AHR 160	Refrigerant Certification	1	0	0	1
AHR 180	HVACR Customer Relations	1	0	0	1
AHR 211	Residential System Design	2	2	0	3
AHR 212	Advanced Comfort Systems	2	6	0	4
AHR 213	HVACR Building Code	1	2	0	2
AHR 240	Hydronic Heating	1	3	0	2
AHR 250	HVAC System Diagnostics	0	4	0	2
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WBL 121	Work-Based Learning II	0	0	10	1

**TOTAL CREDIT HOURS IN DIPLOMA** ..... 40

**Air Conditioning, Heating, and Refrigeration Technology**  
**Heating Fundamentals Certificate**  
 (C35100B)

		Class	Lab	Clinic/Exp	Credit
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 180	HVACR Customer Relations	1	0	0	1
<b>TOTAL CREDIT HOURS IN CERTIFICATE .....</b>					<b>17</b>

**Air Conditioning, Heating, and Refrigeration Technology**  
**Heat Pump Fundamentals Certificate**  
 (C35100C)

		Class	Lab	Clinic/Exp	Credit
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 114	Heat Pump Technology	2	4	0	4
AHR 125	HVACR Electronics	2	2	0	3
AHR 180	HVACR Customer Relations	1	0	0	1
ISC 112	Industrial Safety	2	0	0	2
<b>TOTAL CREDIT HOURS IN CERTIFICATE .....</b>					<b>18</b>

## Associate Degree Nursing Degree (A45110)

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of health care, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

The SPCC Associate Degree Nursing Program is approved by the North Carolina Board of Nursing. Contact the Board at P. O. Box 2129, Raleigh, NC 27602-2129, or 4516 Lake Boone Trail, Raleigh, NC 27607, or call 919-782-3211 for questions about the approval.

### GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC)

- Psychology (PSY 150)

#### Natural Sciences/Mathematics (4 SHC)

- Biology (BIO 165)

### MAJOR HOURS - CORE COURSES (43 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
NUR 111	Introduction to Health Concepts	4	6	6	8
NUR 112	Health Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
NUR 212	Health System Concepts	3	0	6	5
NUR 213	Complex Health Concepts	4	3	15	10

### OTHER MAJOR HOURS (16 Credit Hours)

BIO 166	Anatomy & Physiology II	3	3	0	4
BIO 275	Microbiology	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
PSY 241	Developmental Psychology	3	0	0	3

**TOTAL CREDIT HOURS IN DEGREE ..... 73**



## Basic Law Enforcement Training Certificate

(C55120)

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

		Class	Lab	Clinic/Exp	Credit
CJC 100	Basic Law Enforcement Training	9	30	0	19

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 19**

## BLET and Criminal Justice Technology

Students successfully completing a BLET training course accredited by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Standards Commission will receive credit for CJC 131, CJC 132, CJC 221, and CJC 231. Students must successfully complete the training course AND the state certification examination to receive credit for these courses. Students must have completed BLET training since 1985. SPCC only ensures acceptance of these transfer credits to its Associate in Applied Science - Criminal Justice Technology degree, diploma, and certificate programs. These transfer credits may or may not be accepted by a four-year institution to which a student intends to transfer.

## Biotechnology Degree

(A20100)

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician, and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

### Collaborative Program Offered in Cooperation with Gaston College

In this Instructional Service Agreement, South Piedmont Community College will provide 47 credit hours (75% of the Gaston College Biotechnology curriculum). Students must take a minimum of 16 credit hours within the program through Gaston College. Students who successfully complete all requirements of the Biotechnology program will be awarded an Associate in Applied Science degree by Gaston College.

**GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)****Communications (6 SHC)**

- English (ENG 111, ENG 113)

**Humanities/Fine Arts (3 SHC)** Choose one course:

- Art (ART 111, ART 114, ART 115)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150)
- Music (MUS 110)
- Philosophy (PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)** Choose one course:

- Geography (GEO 111)
- History (HIS 111)
- Psychology (PSY 150)
- Sociology (SOC 210)

**Natural Sciences/Mathematics (3 SHC)**

Mathematics (MAT 151)

	Class	Lab	Clinic/Exp	Credit
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**REQUIRED SPCC COURSES (32 Credit Hours)**

BIO 111	General Biology I	3	3	0	4
BIO 112	General Biology II	3	3	0	4
BIO 250	Genetics	3	3	0	4
BIO 275	Microbiology	3	3	0	4
BTC 181	Basic Laboratory Techniques	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1
<b>Chemistry (Choose one course:)</b>					
CHM 131	Introduction to Chemistry (and)	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
CHM 151	General Chemistry	3	3	0	4

**TOTAL CREDIT HOURS IN DEGREE OFFERED BY SPCC .....47**

## Business Administration Degree

(A25120)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171))

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (19 Credit Hours)</b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
<b>OTHER MAJOR HOURS (32 Credit Hours)</b>					
ACC 121	Principles of Managerial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 125	Personal Finance	3	0	0	3
BUS 152	Human Relations	3	0	0	3
BUS 239	Business Applications Seminar	1	2	0	2
BUS 240	Business Ethics	3	0	0	3
ECM 210	Introduction to Electronic Commerce	2	2	0	3
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**Electives** (Choose at least 6 Credit Hours)

ACC 150	Accounting Software Applications	1	2	0	2
BAF 110	Principles of Banking	3	0	0	3
BAF 121	Economics for Banking	3	0	0	3
BUS 116	Business Law II	3	0	0	3
BUS 135	Principles of Supervision	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 217	Employment Law & Regulations	3	0	0	3
BUS 220	Purchasing	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 234	Training and Development	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 240	Funding for Entrepreneurs	3	0	0	3
OST 131	Keyboarding	1	2	0	2
SPA 120	Spanish for the Workplace	3	0	0	3
WBL 110	World of Work	1	0	0	1
WEB 110	Internet/Web Fundamentals	2	2	0	3

**TOTAL CREDIT HOURS IN DEGREE .....66**

## Business Administration Diploma

(D25120)

**GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)****Communications (6 SHC)**

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (19 Credit Hours)</b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3

**OTHER MAJOR HOURS (12 Credit Hours)**

BUS 121	Business Math	2	2	0	3
BUS 152	Human Relations	3	0	0	3
BUS 240	Business Ethics	3	0	0	3

**Electives** (Choose at least 3 Credit Hours)

BUS 110	Introduction to Business	3	0	0	3
BAF 110	Principles of Banking	3	0	0	3
ECM 210	Introduction to Electronic Commerce	2	2	0	3

**TOTAL CREDIT HOURS IN DIPLOMA .....37**



**Business Administration Certificate**

(C25120)

		Class	Lab	Clinic/Exp	Credit
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 152	Human Relations	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
MKT 120	Principles of Marketing	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18****Business Administration - Small Business Management Certificate**

(C25120A)

		Class	Lab	Clinic/Exp	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 135	Principles of Supervision	3	0	0	3
BUS 234	Training and Development	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 17****Business Administration - Banking and Finance Certificate**

(C25120B)

		Class	Lab	Clinic/Exp	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BAF 110	Principles of Banking	3	0	0	3
BAF 121	Economics for Bankers	3	0	0	3
ECM 210	Introduction to Electronic Commerce	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

## Cardiovascular Sonography Degree

(A45160)

The Cardiovascular Sonography curriculum provides the individual with the knowledge and skills necessary to acquire, process, and evaluate the human heart and vascular structures. A cardiovascular sonographer uses high frequency sound waves to produce images of the heart and vascular structures.

Course work includes effective communication and patient care skills combined with a knowledge of physics, human anatomy, physiology, and pathology, all of which are essential to obtaining high quality sonographic images.

Graduates may be eligible to apply to the American Registry of Diagnostic Medical Sonographers for examination in physics, cardiovascular physics, vascular physics, and adult echocardiography. Graduates may find employment in hospitals, physicians' offices, mobile services, and educational institutions.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Psychology (PSY 150)
- Sociology (SOC 210)

#### Natural Sciences/Mathematics (3 SHC)

- Biology (BIO 271)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (53 Credit Hours)</b>					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
CVS 160	CVS Clinical Ed I	0	4	9	5
CVS 161	CVS Clinical Ed II	0	0	24	8
CVS 162	CVS Clinical Ed III	0	0	15	5
CVS 163	Echo I	3	2	0	4
CVS 164	Echo II	3	2	0	4
CVS 260	CVS Clinical Ed IV	0	0	24	8
CVS 261	CVS Clinical Ed V	0	0	24	8
SON 111	Sonographic Physics	3	3	0	4
SON 250	Vascular Sonography	1	3	0	2
<b>OTHER MAJOR HOURS (8 Credit Hours)</b>					
CVS 275	Pediatric Echo	1	3	0	2
CVS 277	Cardiovascular Topics	2	0	0	2
SON 273	Advanced Vascular Sonography	2	2	0	3
SON 276	Fetal Echocardiology	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE ..... 76**

## Cardiovascular Sonography Cardiac Diploma (D45160)

### GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

#### Communications (3 SHC)

- English Composition (ENG 111)

#### Natural Sciences/Mathematics (3 SHC)

- Biology (BIO 271)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (30 Credit Hours)</b>					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
CVS 160	CVS Clinical Ed I	0	4	9	5
CVS 161	CVS Clinical Ed II	0	0	24	8
CVS 163	Echo I	3	2	0	4
CVS 164	Echo II	3	2	0	4
SON 111	Sonographic Physics	3	3	0	4
<b>OTHER MAJOR HOURS (5 Credit Hours)</b>					
CVS 275	Pediatric Echo	1	3	0	2
CVS 277	Cardiovascular Topics	2	0	0	2
SON 276	Fetal Echocardiology	1	0	0	1
<b>TOTAL CREDIT HOURS IN DIPLOMA .....</b>					<b>41</b>

## Cardiovascular Sonography - Cardiac Certificate (C45160C)

		Class	Lab	Clinic/Exp	Credit
CVS 163	Echo I	3	2	0	4
CVS 164	Echo II	3	2	0	4
CVS 275	Pediatric Echo	1	3	0	2
CVS 277	Cardiovascular Topics	2	0	0	2
SON 111	Sonographic Physics	3	3	0	4
SON 276	Fetal Echocardiology	1	0	0	1
<b>TOTAL CREDIT HOURS IN CERTIFICATE .....</b>					<b>17</b>

## Cardiovascular Sonography - Vascular Certificate (C45160V)

		Class	Lab	Clinic/Exp	Credit
CVS 160	CVS Clinical Ed I	0	4	9	5
CVS 277	Cardiovascular Topics	2	0	0	2
SON 111	Sonographic Physics	3	3	0	4
SON 250	Vascular Sonography	1	3	0	2
SON 273	Advanced Vascular Sonography	2	2	0	3
<b>TOTAL CREDIT HOURS IN CERTIFICATE .....</b>					<b>16</b>

## Computer Information Technology Degree

(A25260)

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171))

### MAJOR HOURS - CORE COURSES (36 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming and Logic	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 285	Systems Analysis and Design	3	0	0	3
CTS 289	Systems Support Project	1	4	0	3
DBA 110	Database Concepts	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
SEC 110	Security Concepts	2	2	0	3

### OTHER MAJOR HOURS (15 Credit Hours)

DBA 120	Database Programming I	2	2	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3



**Electives** (Choose at least 9 Credit Hours)

BUS 280	REAL Small Business	4	0	0	4
CCT 272	Forensic Password Recovery	1	4	0	3
CCT 273	Registry Forensics	1	4	0	3
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CTS 125	Presentation Graphics	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
CTS 155	Tech Support Functions	2	2	0	3
DME 110	Introduction to Digital Media	2	2	0	3
DME 130	Digital Animation I	2	2	0	3
GRD 151	Computer Design Basics	1	4	0	3
GRD 271	Multimedia Design I	1	3	0	2
HBI 110	Issues and Trends in HBI	3	0	0	3
HBI 113	Survey of Med Insurance	3	0	0	3
HBI 250	Data Mgmt and Utilization	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3
SGD 111	Introduction to SGD	2	3	0	3
SGD 112	SGD Design	2	3	0	3
SGD 113	SGD Programming	2	3	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 120	Intro Internet Multimedia	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 214	Social Media	2	2	0	3

**TOTAL CREDIT HOURS IN DEGREE ..... 66**

**Computer Information Technology  
Operating Systems Certificate  
(C25260C)**

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**

**Computer Information Technology**  
**Microsoft Office Certificate**  
 (C25260F)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CTS 125	Presentation Graphics	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
OST 136	Word Processing	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**

**Computer Information Technology**  
**Game Development Certificate**  
 (C25260G)

		Class	Lab	Clinic/Exp	Credit
CSC 151	JAVA Programming	2	3	0	3
SGD 111	Introduction to SGD	2	3	0	3
SGD 112	SGD Design	2	3	0	3
SGD 113	SGD Programming	2	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**

**Computer Information Technology**  
**Mobile Apps Foundation Certificate**  
 (C25260H)

		Class	Lab	Clinic/Exp	Credit
CIS 115	Introduction to Programming and Logic	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
SEC 110	Security Concepts	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 120	Intro Internet Multimedia	2	2	0	3
WEB 214	Social Media	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**

**Computer Information Technology**  
**Computer Support Certificate**  
 (C25260J)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 155	Tech Support Functions	2	2	0	3
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
SEC 110	Security Concepts	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**

**Computer Information Technology  
Cyber Forensics Certificate**  
(C25260K)

		Class	Lab	Clinic/Exp	Credit
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CIS 115	Introduction to Programming and Logic	2	3	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**

**Computer Technology Integration Degree  
Mobile Apps Development**  
(A25500)

The Computer Technology Integration curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to communicate and solve technical issues related to information support and services, interactive media, network systems, programming and software development, and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. This program will incorporate the competencies of industry-recognized certification exams..

**Collaborative Program Offered in Cooperation with Central Piedmont Community College**

In this Instructional Service Agreement, Central Piedmont Community College will provide the courses labeled (CPCC) in the Computer Technology Integration with an emphasis in Mobile Apps Development curriculum. South Piedmont Community College will provide all other courses within the program. Students who successfully complete all requirements of the Computer Technology Integration with an emphasis in Mobile Apps Development program will be awarded an Associate in Applied Science degree by Central Piedmont Community College.

**GENERAL EDUCATION REQUIREMENTS (18 Credit Hours)**

**Communications (9 SHC)**

- English (ENG 111, ENG 113)
- Communication (Choose one course: COM 110, COM 120)

**Humanities/Fine Arts (3 SHC) Choose one course:**

- Art (ART 111, ART 114, ART 115)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150)
- Music (MUS 110)
- Philosophy (PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC) Choose one course:**

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 131, HIS 132)
- Political Science (POL 120)

- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Mathematics (MAT 140, MAT 151, MAT 171/MAT 171A)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (15 Credit Hours)</b>					
CTI 110	Web, Program & DB Foundation (CPCC)	2	2	0	3
CTI 120	Network & Security Foundation (CPCC)	3	0	0	3
CTI 130	OS & Device Foundation (CPCC)	4	4	0	6
CTS 115	Info Sys Business Concepts (CPCC)	3	0	0	3
<b>OTHER MAJOR HOURS (34 Credit Hours)</b>					
SGD 168	Mobile SG Programming I (CPCC)	2	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 120	Intro Internet Multimedia	2	2	0	3
WEB 125	Mobile Web Design (CPCC)	2	2	0	3
WEB 141	Mobile Interface Design (CPCC)	2	2	0	3
WEB 151	Mobile Application Development I (CPCC)	2	2	0	3
WEB 187	Prog for Mobile Devices (CPCC)	2	2	0	3
WEB 214	Social Media	2	2	0	3
WEB 251	Mobile Application Development II (CPCC)	2	2	0	3
<b>Electives at SPCC (Choose at least 7 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Intro to Prog & Logic	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 125	Presentation Graphics	2	2	0	3
CTS 285	Systems Analysis and Design	3	0	0	3
DBA 110	Database Concepts	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 226	Routing & Switching II	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3

**TOTAL CREDIT HOURS IN DEGREE .....67**



## Criminal Justice Technology Degree (A55180)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213)
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (22 Credit Hours)</b>					
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 212	Ethics & Community Relations	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3
<b>OTHER MAJOR HOURS (27 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 160	Terrorism: Underlying Issues	3	0	0	3
CJC 214	Victimology	3	0	0	3
CJC 223	Organized Crime	3	0	0	3

**Electives** (Choose at least 6 Credit Hours)

BIO 111	General Biology I	3	3	0	4
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CJC 151	Introduction to Loss Prevention	3	0	0	3
CJC 213	Substance Abuse	3	0	0	3
CJC 215	Organization and Administration	3	0	0	3
CJC 222	Criminalistics	3	0	0	3
CJC 232	Civil Liability	3	0	0	3
CJC 293	Selected Topics in Criminal Justice	3	0	0	3
PSY 231	Forensic Psychology	3	0	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE** .....64

## Criminal Justice Technology Diploma

(D55180)

**GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)****Communications (6 SHC)**

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (15 Credit Hours)</b>					
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 212	Ethics & Community Relations	3	0	0	3
CJC 231	Constitutional Law	3	0	0	3

**OTHER MAJOR HOURS (15 Credit Hours)**

CJC 121	Law Enforcement Operations	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 160	Terrorism: Underlying Issues	3	0	0	3
CJC 214	Victimology	3	0	0	3
CJC 223	Organized Crime	3	0	0	3

**TOTAL CREDIT HOURS IN DIPLOMA** .....36

## Criminal Justice Technology Certificate

(C55180)

		Class	Lab	Clinic/Exp	Credit
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 160	Terrorism: Underlying Issues	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 223	Organized Crime	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE** .....16

### Criminal Justice Technology - Forensics Certificate (C55180B)

		Class	Lab	Clinic/Exp	Credit
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 222	Criminalistics	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE .....** 16

### Criminal Justice Technology and BLET

Students successfully completing a BLET training course accredited by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Standards Commission will receive credit for CJC 131, CJC 132, CJC 221, and CJC 231. Students must successfully complete the training course AND the state certification examination to receive credit for these courses. Students must have completed BLET training since 1985. SPCC only ensures acceptance of these transfer credits to its Associate in Applied Science - Criminal Justice Technology degree, diploma, and certificate programs. These transfer credits may or may not be accepted by a four-year institution to which a student intends to transfer.

### Cyber Crime Technology Degree (A55210)

The Cyber Crime Technology curriculum will prepare students to enter the field of computer crime investigations and private security. Students completing this curriculum will be capable of investigating computer crimes, properly seize and recover computer evidence and aid in the prosecution of cyber criminals.

Course work in this curriculum will include a division of work in the disciplines of criminal justice and computer information systems. Additionally, students will be required to take specific cyber crime classes.

Graduates should qualify to become computer crime investigators for local or state criminal justice agencies. Also these graduates should be competent to serve as computer security specialists or consultants with private business.

#### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

##### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

##### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

##### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)

- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Biology (BIO 111, BIO 140, BIO 163, BIO 165)
- Chemistry (CHM 131/CHM 131A, CHM 151)
- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171)
- Physics (PHY 110/PHY 110A)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (16 Credit Hours)</b>					
CCT 110	Introduction to Cyber Crime	3	0	0	3
CCT 112	Ethics & High Technology	3	0	0	3
CCT 121	Computer Crime Investigation	3	2	0	4
CCT 231	Technology Crimes & Law	3	0	0	3
CCT 289	Capstone Project	1	6	0	3
<b>OTHER MAJOR HOURS (34 Credit Hours)</b>					
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Intro to Prog & Logic	2	3	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
<b>Electives (Choose at least 3 Credit Hours)</b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
CCT 220	Forensic Accounting	3	3	0	4
CCT 285	Trends in Cyber Crime	2	2	0	3
CSC 151	JAVA Programming	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
OST 148	Med Coding Billing & Ins	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
<b>TOTAL CREDIT HOURS IN DEGREE .....</b>					<b>65</b>



## Early Childhood Education Degree

(A55220)

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

The SPCC Early Childhood Program is accredited by the National Association for the Education of Young Children (NAEYC), [www.naeyc.org](http://www.naeyc.org).

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Biology (BIO 111, BIO 140, BIO 163, BIO 165)
- Chemistry (CHM 131/CHM 131A, CHM 151)
- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171)
- Physics (PHY 110/PHY 110A)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (38 Credit Hours)</b>					
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Children, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 271	Educational Technology	2	2	0	3

EDU 280	Language & Literacy Experiences	3	0	0	3
EDU 284	Early Child Capstone Practicum	1	9	0	4
<b>OTHER MAJOR HOURS (15 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
EDU 184	Early Childhood Introductory Practicum	1	3	0	2
EDU 188	Issues in Early Childhood Education	2	0	0	2
EDU 259	Curriculum Planning	3	0	0	3
<b>Electives (Choose at least 5 Credit Hours)</b>					
EDU 154	Social/Emotional/Behavioral Development	3	0	0	3
EDU 157	Active Play	2	2	0	3
EDU 161	Introduction to Exceptional Children	3	0	0	3
EDU 216	Foundations of Education	4	0	0	4
EDU 250	PRAXIS I Preparation	1	0	0	1
EDU 251	Exploration Activities	3	0	0	3
EDU 253	Music for Children	1	2	0	2
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3
<b>TOTAL CREDIT HOURS IN DEGREE .....</b>					<b>68</b>

## Early Childhood Education Diploma (D55220)

### GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (35 Credit Hours)</b>					
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Children, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 280	Language & Literacy Experiences	3	0	0	3
EDU 284	Early Child Capstone Practicum	1	9	0	4

### OTHER MAJOR HOURS (3 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
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**TOTAL CREDIT HOURS IN DIPLOMA .....44**

### Early Childhood Education - Preschool Certificate

(C55220C)

		Class	Lab	Clinic/Exp	Credit
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 144	Child Development I	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 280	Language & Literacy Experiences	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

### Early Childhood Education - Administration Certificate

(C55220D)

		Class	Lab	Clinic/Exp	Credit
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety and Nutrition	3	0	0	3
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

### Early Childhood Education - Pre-K Special Education Certificate

(C55220F)

		Class	Lab	Clinic/Exp	Credit
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 154	Social/Emotional/Behavioral Development	3	0	0	3
EDU 161	Introduction to Exceptional Children	3	0	0	3
EDU 184	Early Childhood Introductory Practicum	1	3	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**

## Electrical Systems Technology Degree

(A35130)

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (MAT 140, MAT 143, MAT 171)
- Physics (PHY 110/PHY 110A)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (28 Credit Hours)</b>					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Residential Wiring	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 215	Electrical Maintenance	2	3	0	3
ELC 220	Photovoltaic Systems Technology	2	3	0	3
<b>OTHER MAJOR HOURS (24 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
ELN 131	Semiconductor Applications	3	3	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
<b>Electives I (Choose at least 3 Credit Hours)</b>					
DFT 151	CAD I	2	3	0	3
MEC 130	Mechanisms	2	2	0	3



**Electives II (Choose 1 group:)**

ELN 132	Linear IC Applications (or)	3	3	0	4
MAC 114	Introduction to Metrology (and)	2	0	0	2
MAC 132	Blueprint Reading/MACH II	1	2	0	2

**Electives III (Choose 1 group:)**

ELN 133	Digital Electronics (or)	3	3	0	4
HYD 121	Hydraulics/Pneumatics II (and)	1	3	0	2
HYD 210	Advanced Hydraulics	1	3	0	2

**Electives IV (Choose at least 3 Credit Hours)**

ALT 120	Renewable Energy Tech	2	2	0	3
ATR 112	Intro to Automation	2	3	0	3
BPR 111	Print Reading	1	2	0	2
BUS 280	REAL Small Business	4	0	0	4
DFT 152	CAD II	2	3	0	3
ELC 213	Instrumentation	3	2	0	4
ELC 221	Adv PV Systems Designs	2	3	0	3
ELN 231	Industrial Controls	2	3	0	3
ISC 112	Industrial Safety	1	0	0	1
MAC 121	Intro to CNC	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MEC 130	Mechanisms	2	2	0	3
MEC 145	Mfg Materials I	2	3	0	3
MEC 151	Mechanical Mfg Systems	1	3	0	2
MEC 180	Engineering Materials	2	3	0	3
NET 125	Networking Basics	1	4	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE ..... 67**

## Electrical Systems Technology Degree Hydro-Mechanical Pathway (A35130H)

**GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)****Communications (6 SHC)**

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

**Humanities/Fine Arts (3 SHC) Choose one course:**

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC) Choose one course:**

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)

- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Mathematics (MAT 140, MAT 143, MAT 171)
- Physics (PHY 110/PHY 110A)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (28 Credit Hours)</b>					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Residential Wiring	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 215	Electrical Maintenance	2	3	0	3
ELC 220	Photovoltaic Systems Technology	2	3	0	3
<b>OTHER MAJOR HOURS (24 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
ELN 131	Semiconductor Applications	3	3	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
HYD 121	Hydraulics/Pneumatics II	1	3	0	2
HYD 210	Advanced Hydraulics	1	3	0	2
MAC 114	Introduction to Metrology	2	0	0	2
MAC 132	Blueprint Reading/MACH II	1	2	0	2
MEC 130	Mechanisms	2	2	0	3
MEC 151	Mechanical Mfg Systems	1	3	0	2
<b>Electives (Choose at least 1 Credit Hour)</b>					
ATR 112	Intro to Automation	2	3	0	3
DFT 151	CAD I	2	3	0	3
ELC 213	Instrumentation	3	2	0	4
ELC 221	Adv PV Systems Designs	2	3	0	3
ELN 132	Linear IC Applications (or)	3	3	0	4
ELN 133	Digital Electronics (or)	3	3	0	4
ELN 231	Industrial Controls	2	3	0	3
ISC 112	Industrial Safety	1	0	0	1
MAC 121	Intro to CNC	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MEC 145	Mfg Materials I	2	3	0	3
MEC 180	Engineering Materials	2	3	0	3
NET 125	Networking Basics	1	4	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE .....67**

## Electrical Systems Technology Diploma

(D35130)

### GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

#### Communications (3 SHC)

- English Composition (ENG 111)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (MAT 140, MAT 143, MAT 171)
- Physics (PHY 110/PHY 110A)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (28 Credit Hours)</b>					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Residential Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ELN 131	Semiconductor Applications	3	3	0	4
ELN 132	Linear IC Applications	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
<b>OTHER MAJOR HOURS (12 Credit Hours)</b>					
ELC 115	Industrial Wiring	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 215	Electrical Maintenance	2	3	0	3
ELC 220	Photovoltaic Systems Technology	2	3	0	3
<b>TOTAL CREDIT HOURS IN DIPLOMA .....</b>					<b>46</b>

## Electrical Systems Technology Certificate

(C35130A)

		Class	Lab	Clinic/Exp	Credit
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Residential Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ELC 118	National Electrical Code	1	2	0	2
<b>TOTAL CREDIT HOURS IN CERTIFICATE .....</b>					<b>18</b>

## Electrical Systems Technology - Industrial and Photovoltaic Wiring Certificate

(C35130B)

		Class	Lab	Clinic/Exp	Credit
ELC 117	Motors and Controls	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 215	Electrical Maintenance	2	3	0	3
ELC 220	Photovoltaic Systems Technology	2	3	0	3
<b>TOTAL CREDIT HOURS IN CERTIFICATE .....</b>					<b>16</b>

### Electrical Systems Technology - Hydro-Mechanical Certificate (C35130C)

		Class	Lab	Clinic/Exp	Credit
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
HYD 121	Hydraulics/Pneumatics II	1	3	0	2
HYD 210	Advanced Hydraulics	1	3	0	2
MAC 114	Introduction to Metrology	2	0	0	2
MAC 132	Blueprint Reading/MACH II	1	2	0	2
MEC 130	Mechanisms	2	2	0	3
MEC 151	Mechanical Mfg Systems	1	3	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

### Emergency Medical Science Degree / Paramedic Bridge (A45340B)

The Emergency Medical Science curriculum is designed to provide graduates to enter the workforce as paramedics. Additionally the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

#### GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)

##### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

##### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213)
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

##### Social/Behavioral Sciences (3 SHC)

- Psychology (PSY 150)

##### Natural Sciences/Mathematics (4 SHC)

- Biology BIO 165)

		Class	Lab	Clinic/Exp	Credit
BIO 166	Anatomy and Physiology II	3	3	0	4
EMS 110	EMT-Basic	6	6	0	8
EMS 122	EMS Clinical Practicum I	0	0	3	1
EMS 130	Pharmacology	3	3	0	4
EMS 131	Advanced Airway Management	1	2	0	2
EMS 160	Cardiology I	1	3	0	2

#### MAJOR HOURS - CORE COURSES (52 Credit Hours)



EMS 220	Cardiology II	2	3	0	3
EMS 221	EMS Clinical Practicum II	0	0	6	2
EMS 231	EMS Clinical Practicum III	0	0	9	3
EMS 240	Patients With Special Challenges	1	2	0	2
EMS 241	EMS Clinical Practicum IV	0	0	12	4
EMS 250	Medical Emergencies	3	3	0	4
EMS 260	Trauma Emergencies	1	3	0	2
EMS 270	Life Span Emergencies	2	3	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
<b>Bridge Elective</b> (Choose one course)					
EMS 280	EMS Bridging Course	2	2	0	3
EMS 285	EMS Capstone	1	3	0	2
<b>OTHER MAJOR HOURS (5 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
<b>EMS Elective</b> (Choose one course)					
EMS 125	EMS Instructor Methodology	1	2	0	2
EMS 235	EMS Management	2	0	0	2
<b>TOTAL CREDIT HOURS IN DEGREE .....</b>					<b>73</b>

## Entrepreneurship Degree

(A25490)

The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics.

Through these skills, students will have a sound education base in entrepreneurship for lifelong learning. Graduates are prepared to be self-employed and open their own businesses.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (29 Credit Hours)</b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 240	Funding for Entrepreneurs	3	0	0	3

**OTHER MAJOR HOURS (22 Credit Hours)**

ACC 121	Principles of Managerial Accounting	3	2	0	4
BAF 110	Principles of Banking	3	0	0	3
BUS 115	Business Law	3	0	0	3
BUS 125	Personal Finance	3	0	0	3
ECM 210	Introduction to Electronic Commerce	2	2	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3

**Electives** (Choose at least 3 Credit Hours)

ACC 150	Accounting Software Applications	1	2	0	2
BAF 121	Economics for Bankers	3	0	0	3
BUS 152	Human Relations	3	0	0	3
BUS 217	Employment Law and Regulations	3	0	0	3
BUS 220	Purchasing	3	0	0	3
BUS 234	Training and Development	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 214	Social Media	2	2	0	3

**TOTAL CREDIT HOURS IN DEGREE** .....66

## Entrepreneurship Diploma

(D25490)

**GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)****Communications (6 SHC)**

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (29 Credit Hours)</b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3

ECO 252	Principles of Macroeconomics	3	0	0	3
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 240	Funding for Entrepreneurs	3	0	0	3

**OTHER MAJOR HOURS (3 Credit Hours)**

ECM 210	Introduction to Electronic Commerce	2	2	0	3
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**TOTAL CREDIT HOURS IN DIPLOMA ..... 38**

### Entrepreneurship Certificate

(C25490)

		Class	Lab	Clinic/Exp	Credit
BUS 280	REAL Small Business	4	0	0	4
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneurship Marketing	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3
WEB 214	Social Media	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

### Fire Protection Technology Degree

(A55240)

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organization.

#### Collaborative Program Offered in Cooperation with Central Piedmont Community College

In this Instructional Service Agreement, students may take general education courses at South Piedmont Community College. Central Piedmont Community College will provide the FIP prefix courses as specified in the CPCC Fire Protection Technology curriculum. Students who successfully complete all requirements of the Fire Protection Technology program will be awarded an Associate in Applied Science Degree by Central Piedmont Community College.

#### GENERAL EDUCATION REQUIREMENTS (19 Credit Hours)

##### Communications (9 SHC)

- English (ENG 111, and ENG 113 or ENG 114)
- Communication (Choose one course: COM 110, COM 231)

##### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115)
- Drama (DRA 111, DRA 112, DRA 122)
- Literature (ENG 231, ENG 232, ENG 241, ENG 242)

- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212, HUM 220)
- Music (MUS 110, MUS 112, MUS 213)
- Philosophy (PHI 230)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)**

- Psychology (PSY 150)

**Natural Sciences/Mathematics (4 SHC)**

- Mathematics (MAT 171)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (15 Credit Hours)</b>					
FIP 120	Introduction to Fire Protection (CPCC)	3	0	0	3
FIP 124	Fire Prevention & Public Ed (CPCC)	3	0	0	3
FIP 128	Detection & Investigation (CPCC)	3	0	0	3
FIP 132	Building Construction (CPCC)	3	0	0	3
FIP 220	Fire Fighting Strategies (CPCC)	3	0	0	3
<b>OTHER MAJOR HOURS (39 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
<b>Chemistry/Hazmat I (Choose one course)</b>					
FIP 230	Chemistry of Hazardous Materials I (CPCC)	5	0	0	5
CHM 151	General Chemistry I	3	3	0	4
PHY 151	College Physics I	3	2	0	4
<b>Chemistry/Hazmat II (Choose one course)</b>					
FIP 231	Chemistry of Hazardous Materials II (CPCC)	4	2	0	5
CHM 152	General Chemistry II	3	3	0	4
PHY 152	College Physics II	3	2	0	4
<b>Electives (Choose at least 28 Credit Hours)</b>					
FIP 136	Inspection and Codes (CPCC)	3	0	0	3
FIP 140	Industrial Fire Protection (CPCC)	3	0	0	3
FIP 144	Sprinklers & Auto Alarms (CPCC)	2	2	0	3
FIP 148	Fixed & Port Exting Sys (CPCC)	2	2	0	3
FIP 221	Adv Fire Fighting Strategies (CPCC)	3	0	0	3
FIP 224	Instructional Methodology (CPCC)	4	0	0	4
FIP 226	Fire Officer I & II (CPCC)	4	0	0	4
FIP 232	Hydraulics & Water Dist (CPCC)	2	2	0	3
FIP 236	Emergency Management (CPCC)	3	0	0	3
FIP 240	Fire Service Supervision (CPCC)	3	0	0	3
FIP 248	Fire Service Personnel Adm (CPCC)	3	0	0	3
FIP 256	Municipal Public Relations (CPCC)	3	0	0	3
FIP 264	Flame Prop & Mat Rating (CPCC)	1	4	0	3
FIP 229	Fire Dynamics and Combust (CPCC)	3	0	0	3
FIP 276	Managing Fire Services (CPCC)	3	0	0	3
FIP 277	Fire and Social Behavior (CPCC)	3	0	0	3

**TOTAL CREDIT HOURS IN DEGREE .....72**



## Funeral Service Education Degree

(A55260)

**Available Spring 2015**

The Funeral Service Education curriculum provides students with the opportunity to become proficient in basic funeral service skills.

In addition to the general education courses required in the curriculum, students will complete technical courses such as human anatomy, microbiology, embalming theory and practice, embalming chemistry, restorative arts, funeral law, and funeral home operations.

Graduates of the curriculum, upon passing the state and national exams, completing an internship in a funeral home, and satisfying all state board of funeral service requirements, will be qualified for employment as embalmers and/or funeral directors.

### **Collaborative Program Offered in Cooperation with Fayetteville Technical Community College**

In this Instructional Service Agreement, Fayetteville Technical Community College will provide the courses in the Funeral Service Education curriculum labeled (FTCC). SPCC will provide general education courses and all other courses within the program. Course prerequisites exist at both institutions. Students are encouraged to contact their advisor prior to registering. Students who successfully complete all requirements of the Funeral Service Education program will be awarded an Associate in Applied Science degree by Fayetteville Technical Community College. The Associate in Applied Science Degree in Funeral Service Education at FTCC is accredited by the American Board of Funeral Service Education.

### **GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)**

#### **Communications (6 SHC)**

- English (ENG 111)
- Communication (COM 231)

#### **Humanities/Fine Arts (3 SHC) Choose one course:**

- Art (ART 111, ART 114, ART 115)
- Drama (DRA 111, DRA 112, DRA 122, DRA 126, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150)
- Music (MUS 110, MUS 112, MUS 113, MUS 210, MUS 211, MUS 213)
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### **Social/Behavioral Sciences (3 SHC)**

- Sociology (SOC 210)

#### **Natural Sciences/Mathematics (4 SHC) Choose one course:**

- Mathematics (MAT 140, MAT 143)

### **MAJOR HOURS - CORE COURSES (16 Credit Hours)**

		Class	Lab	Clinic/Exp	Credit
FSE 112	Principles of Funeral Service (FTCC)	3	0	0	3
FSE 116	Funeral Law and Ethics (FTCC)	3	0	0	3
FSE 214	Pathology (FTCC)	3	0	0	3
FSE 215	Funeral Home Operations (FTCC)	4	0	0	4
PSY 141	Psychology of Death and Dying (FTCC)	3	0	0	3

### **OTHER MAJOR HOURS (41 Credit Hours)**

ACC 111	Financial Accounting (FTCC) or ACC 120	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 230	Small Business Management (FTCC) or BUS 280	3	0	0	3
CIS 113	Computer Basics (FTCC) or CIS 110	0	2	0	1
FSE 114	Embalming Chemistry (FTCC)	4	0	0	4

FSE 118	Embalming Anatomy (FTCC) or BIO 165 & BIO 166	4	0	0	4
FSE 120	Embalming Microbiology (FTCC)	3	0	0	3
FSE 210	Embalming Theory I (FTCC)	3	0	0	3
FSE 212	Embalming Theory II (FTCC)	3	0	0	3
FSE 216	Restorative Arts (FTCC)	2	4	0	4
FSE 217	Funeral Service Projects (FTCC)	1	2	0	2
PSY 150	General Psychology	3	0	0	3
<b>Electives</b> (Choose one set, 2 Credit Hours, from following:)					
FSE 211	Embalming Lab I (FTCC)	0	2	0	1
FSE 213	Embalming Lab II (FTCC)	0	2	0	1
WBL 111	Work-Based Learning I (FTCC)	0	0	10	1
WBL 121	Work-Based Learning II (FTCC)	0	0	10	1
<b>OTHER REQUIRED HOURS (1 Credit Hour)</b>					
ACA 111	College Student Success (FTCC)	1	0	0	1
<b>TOTAL CREDIT HOURS IN DEGREE</b> .....					<b>73</b>

## Funeral Service Education - N.C. Funeral Director Diploma (D55260)

**Available Spring 2015**

### **Collaborative Program Offered in Cooperation with Fayetteville Technical Community College**

In this Instructional Service Agreement, Fayetteville Technical Community College will provide the courses in the Funeral Service Education curriculum labeled (FTCC). SPCC will provide all other courses within the program and general education courses. Course prerequisites exist at both institutions. Students are encouraged to contact their advisor prior to registering. Students who successfully complete all requirements of the Funeral Service Education diploma will be awarded a Funeral Service Education - N.C. Funeral Director diploma by Fayetteville Technical Community College. This program is not accredited by the American Board of Funeral Service Education.

### **GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)**

#### **Communications (6 SHC)**

- English Composition (ENG 111)

#### **Social/Behavioral Sciences (3 SHC)**

- Sociology (SOC 210)

### **MAJOR HOURS - CORE COURSES (16 Credit Hours)**

		Class	Lab	Clinic/Exp	Credit
FSE 112	Principles of Funeral Service (FTCC)	3	0	0	3
FSE 116	Funeral Law and Ethics (FTCC)	3	0	0	3
FSE 214	Pathology (FTCC)	3	0	0	3
FSE 215	Funeral Home Operations (FTCC)	4	0	0	4
PSY 141	Psychology of Death and Dying (FTCC)	3	0	0	3

### **OTHER MAJOR HOURS (16 Credit Hours)**

ACC 111	Financial Accounting (FTCC) or ACC 120	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 230	Small Business Management (FTCC) or BUS 280	3	0	0	3
CIS 113	Computer Basics (FTCC) or CIS 110	0	2	0	1
PSY 150	General Psychology	3	0	0	3

### **OTHER REQUIRED HOURS (1 Credit Hour)**

ACA 111	College Student Success (FTCC)	1	0	0	1
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**TOTAL CREDIT HOURS IN DIPLOMA** ..... **39**

## **General Occupational Technology Degree**

(A55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Students wishing to major in General Occupational Technology are required to have an approved individualized program of study to enroll in this program. Information may be obtained in the Student Success Division. This program does not meet the standards of the Comprehensive Articulation Agreement with the UNC System and, therefore, is a terminal program and will not transfer to four-year institutions.

All courses must be taken from approved associate of applied science (AAS) degree, diploma, or certificate programs.

## **Human Services Technology Degree**

(A45380)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

### **GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)**

#### **Communications (6 SHC)**

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### **Humanities/Fine Arts (3 SHC) Choose one course:**

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### **Social/Behavioral Sciences (3 SHC) Choose one course:**

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Biology (BIO 111, BIO 140, BIO 163, BIO 165)
- Chemistry (CHM 131/CHM 131A, CHM 151)
- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171)
- Physics (PHY 110/PHY 110A)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (25 Credit Hours)</b>					
HSE 110	Introduction to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 210	Human Services Issues	2	0	0	2
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 220	Social Problems	3	0	0	3

**OTHER MAJOR HOURS (28 Credit Hours)**

CIS 110	Introduction to Computers	2	2	0	3
GRO 120	Gerontology	3	0	0	3
HSE 160	HSE Clinical Supervision I	1	0	0	1
HSE 163	HSE Clinical Experience I	0	0	9	3
HSE 212	Group Process II	1	2	0	2
HSE 242	Family Systems	3	0	0	3
HSE 260	HSE Clinical Supervision II	1	0	0	1
HSE 263	HSE Clinical Experience II	0	0	9	3
SAB 110	Substance Abuse Overview	3	0	0	3
SWK 113	Working with Diversity	3	0	0	3

**Electives** (Choose at least 3 Credit Hours)

HSE 220	Case Management	2	2	0	3
SAB 130	Addictive Behaviors	3	0	0	3
SAB 140	Pharmacology	3	0	0	3
SPA 120	Spanish for the Workplace	3	0	0	3

**TOTAL CREDIT HOURS IN DEGREE ..... 68**

## Human Services Technology Diploma

(D45380)

**GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)****Communications (6 SHC)**

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (14 Credit Hours)</b>					
HSE 110	Introduction to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3



**OTHER MAJOR HOURS (14 Credit Hours)**

CIS 110	Introduction to Computers	2	2	0	3
GRO 120	Gerontology	3	0	0	3
HSE 212	Group Process II	1	2	0	2
HSE 220	Case Management	2	2	0	3
HSE 242	Family Systems	3	0	0	3

**TOTAL CREDIT HOURS IN DIPLOMA ..... 37**

### Human Services Technology - Substance Abuse Certificate (C45380)

		Class	Lab	Clinic/Exp	Credit
HSE 110	Introduction to Human Services	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
SAB 130	Addictive Behaviors	3	0	0	3
SAB 140	Pharmacology	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**

### Industrial Systems Technology Degree (A50240)

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as lifelong learners.

**GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)****Communications (6 SHC)**

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

**Humanities/Fine Arts (3 SHC) Choose one course:**

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC) Choose one course:**

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)

- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Mathematics (MAT 140, MAT 143, MAT 171)
- Physics (PHY 110/PHY 110A)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (34 Credit Hours)</b>					
BPR 111	Print Reading	1	2	0	2
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MAC 111	Machining Technology I	2	12	0	6
MAC 112	Machining Technology II	2	12	0	6
MAC 114	Intro to Metrology	2	0	0	2
MAC 151	Machining Calculations	1	2	0	2
MAC 241	Jigs and Fixtures I	2	6	0	4
MNT 110	Intro to Maintenance Procedures	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
<b>Electrical Elective (Choose one course:)</b>					
ELC 111	Introduction to Electricity	2	2	0	3
ELC 112	DC/AC Electricity	3	6	0	5
<b>OTHER MAJOR HOURS (23 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
MAC 121	Intro to CNC	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2
MAC 132	Blueprint Reading/Mach II	1	2	0	2
MAC 152	Adv Machining Calculations	1	2	0	2
MAC 226	CNC EDM Machining	1	3	0	2
MEC 142	Physical Metallurgy	1	2	0	2
<b>Electives (Choose at least 6 Credit Hours)</b>					
DFT 151	CAD I	2	3	0	3
DFT 152	CAD II	2	3	0	3
ELC 215	Electrical Maintenance	2	3	0	3
MAC 113	Machining Technology III	2	12	0	6
MAC 243	Die Making I	2	6	0	4
MNT 111	Maintenance Practices	2	2	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 212	Inert Gas Welding	1	3	0	2

**TOTAL CREDIT HOURS IN DEGREE .....72**

### Industrial Systems Technology - Maintenance Certificate (C50240M)

		Class	Lab	Clinic/Exp	Credit
BPR 111	Blueprint Reading	1	2	0	2
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ELC 215	Electrical Maintenance	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MNT 110	Intro to Maintenance Procedures	1	3	0	2
MNT 111	Maintenance Practices	2	2	0	3
WLD 112	Basic Welding Processes	1	3	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 17**

### Industrial Systems Technology - Welding Certificate (C50240W)

		Class	Lab	Clinic/Exp	Credit
BPR 111	Blueprint Reading	1	2	0	2
ELC 215	Electrical Maintenance	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
WLD 112	Basic Welding Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 212	Inert Gas Welding	1	3	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

### Infant/Toddler Care Certificate (C55290)

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

		Class	Lab	Clinic/Exp	Credit
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 184	Early Childhood Introductory Practicum	1	3	0	2
EDU 234	Infants, Toddlers, & Twos	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE..... 18**

## Licensed Practical Nurse Refresher Certificate

(C45390)

The Licensed Practical Nurse Refresher curriculum provides a refresher course for individuals previously licensed as Practical Nurses and who are ineligible for reentry into nursing practice due to a lapse in licensure for five or more years. *Individuals entering this curriculum must have been previously licensed as a Practical Nurse.*

Course work includes common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical nursing practice.

Graduates will be eligible to apply for reinstatement of licensure by the North Carolina Board of Nursing. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community health agencies.

		Class	Lab	Clinic/Exp	Credit
NUR 107	LPN Refresher	9	0	9	12

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 12**

## Mechanical Engineering Technology Degree

(A40320)

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

### GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)



**Natural Sciences/Mathematics (4 SHC)**

- Mathematics (MAT 171)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (22 Credit Hours)</b>					
DFT 151	CAD I	2	3	0	3
DFT 154	Intro Solid Modeling	2	3	0	3
EGR 251	Statics	2	2	0	3
EGR 252	Strength of Materials	2	2	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MEC 145	Mfg Materials I	2	3	0	3
PHY 151	College Physics I	3	2	0	4

**OTHER MAJOR HOURS (31 Credit Hours)**

CIS 110	Introduction to Computers	2	2	0	3
DFT 152	CAD II	2	3	0	3
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MAC 114	Intro to Metrology	2	0	0	2
MAC 121	Introduction to CNC	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MEC 130	Mechanisms	2	2	0	3
MEC 151	Mechanical Mfg Systems	1	3	0	2

**Electives (Choose at least 5 Credit Hours)**

ATR 112	Intro to Automation	2	3	0	3
BPR 111	Print Reading	1	2	0	2
BUS 135	Principles of Supervision	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
CSC 151	JAVA Programming	2	3	0	3
ELN 131	Semiconductor Applications	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ISC 132	Mfg Quality Control	2	3	0	3
MAC 151	Machining Calculations	1	2	0	2
MEC 180	Engineering Materials	2	3	0	3
MEC 260	Fundamentals of Machine Design	2	3	0	3
NET 125	Networking Basics	1	4	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WLD 112	Basic Welding Processes	1	3	0	2

**TOTAL CREDIT HOURS IN DEGREE ..... 69**

**Mechanical Engineering Technology - Mechatronics Certificate**

(C40320E)

		Class	Lab	Clinic/Exp	Credit
EGR 251	Statics	2	2	0	3
EGR 252	Strength of Materials	2	2	0	3
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MAC 121	Introduction to CNC	2	0	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**

## Mechatronics Engineering Technology Degree

(A40350)

The Engineering and Technology curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

Mechatronics Engineering Technology is a course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Study includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

### GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

#### Natural Sciences/Mathematics (4 SHC)

- Mathematics (MAT 171)

### MAJOR HOURS - CORE COURSES (37 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
ATR 112	Introduction to Automation	2	3	0	3
CIS 110	Introduction to Computers	2	2	0	3
DFT 151	CAD I	2	3	0	3
ELC 112	DC/AC Electricity	3	6	0	5
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ELC 213	Instrumentation	3	2	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 130	Mechanisms	2	2	0	3
PHY 151	College Physics I	3	2	0	4

**OTHER MAJOR HOURS (16 Credit Hours)**

DFT 154	Intro Solid Modeling	2	3	0	3
MAC 121	Introduction to CNC	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MEC 151	Mechanical Mfg Systems	1	3	0	2
MEC 180	Engineering Materials	2	3	0	3

**Electives (Choose at least 4 Credit Hours)**

BPR 111	Print Reading	1	2	0	2
BUS 135	Principles of Supervision	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
CSC 151	JAVA Programming	2	3	0	3
DFT 152	CAD II	2	3	0	3
ELC 215	Electrical Maintenance	2	3	0	3
ELN 131	Semiconductor Applications	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ISC 132	Mfg Quality Control	2	3	0	3
MAC 114	Intro to Metrology	2	0	0	2
MAC 132	Blueprint Reading/Mach II	1	2	0	2
MEC 260	Fundamentals of Machine Design	2	3	0	3
NET 125	Networking Basics	1	4	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WLD 112	Basic Welding Processes	1	3	0	2

**TOTAL CREDIT HOURS IN DEGREE ..... 69**

## Medical Assisting Degree

(A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

The SPCC Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Contact the Commission on Accreditation of Allied Health Education Programs, [www.caahep.org](http://www.caahep.org), 1361 Park Street, Clearwater, FL 33756, phone 727-210-2350, for questions about the accreditation.

The Medical Assisting program is a 1 + 1 diploma/degree option. In order to progress into the Associate in Applied Science degree, students must have successfully completed the diploma option with a 3.0 GPA.

**GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)****Communications (6 SHC)**

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

**Humanities/Fine Arts (3 SHC)** Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)**

- Psychology (PSY 150)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (34 Credit Hours)</b>					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 260	MED Clinical Practicum	0	0	15	5
OST 149	Medical/Legal Issues	3	0	0	3
<b>OTHER MAJOR HOURS (19 Credit Hours)</b>					
BIO 271	Pathophysiology	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
MED 112	Orientation to Clinical Setting I	0	0	3	1
MED 262	Clinical Perspectives	1	0	0	1
MED 264	Medical Assisting Overview	2	0	0	2
MED 272	Drug Therapy	3	0	0	3
<b>Electives (Choose at least 6 Credit Hours)</b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
BUS 137	Principles of Management	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1

**TOTAL CREDIT HOURS IN DEGREE ..... 68**



## Medical Assisting Diploma (D45400)

The Medical Assisting program is a 1 + 1 diploma/degree option. In order to progress into the Associate in Applied Science degree, students must have successfully completed the diploma option with a 3.0 GPA.

### GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (34 Credit Hours)</b>					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 260	MED Clinical Practicum	0	0	15	5
OST 149	Medical/Legal Issues	3	0	0	3

#### OTHER MAJOR HOURS (5 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
MED 112	Orientation to Clinical Setting I	0	0	3	1
MED 262	Clinical Perspectives	1	0	0	1

**TOTAL CREDIT HOURS IN DIPLOMA .....45**

## Medical Assisting - Medical Laboratory Assistant (MLA) Certificate (C45400A)

		Class	Lab	Clinic/Exp	Credit
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 112	Orientation to Clinical Setting I	0	0	3	1
MED 121	Medical Terminology I	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 150	Laboratory Procedures I	3	4	0	5
OST 149	Medical/Legal Issues	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

## Medical Office Administration Degree (A25310)

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing, and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

### GENERAL EDUCATION REQUIREMENTS (17 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213)
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

#### Natural Sciences/Mathematics (5 SHC)

- Biology (BIO 163)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (28 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 243	Medical Office Simulation	2	2	0	3
<b>OTHER MAJOR HOURS (25 Credit Hours)</b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 121	Business Math	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
MED 131	Administrative Office Procedures II	1	2	0	2
OST 184	Records Management	2	2	0	3
OST 286	Professional Development	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**Electives** (Choose at least 5 Credit Hours)

BIO 271	Pathophysiology	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
HIT 211	ICD Coding	2	6	0	4
HIT 214	CPT/Other Coding Systems	1	3	0	2
NET 125	Networking Basics	1	4	0	3
OST 136	Word Processing	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3
OST 241	Medical Office Transcription I	1	2	0	2
OST 242	Medical Office Transcription II	1	2	0	2
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
OST 249	CPC Certification	3	2	0	4
OST 250	Long Term Care Coding	1	2	0	2
SPA 120	Spanish for the Workplace	3	0	0	3

**TOTAL CREDIT HOURS IN DEGREE** ..... 70

## Medical Office Administration - Medical Insurance Coding Diploma

(D25310)

**GENERAL EDUCATION REQUIREMENTS (8 Credit Hours)****Communications (6 SHC)**

- English Composition (ENG 111)

**Natural Sciences/Mathematics (5 SHC)**

- Biology (BIO 163)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (28 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry and Formatting	2	2	0	3
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 243	Medical Office Simulation	2	2	0	3

**OTHER MAJOR HOURS (9 Credit Hours)**

BIO 271	Pathophysiology	3	0	0	3
MED 131	Administrative Office Procedures II	1	2	0	2

**Electives** (Choose at least 4 Credit Hours of one set of OST or HIT)

HIT 211	ICD Coding	2	6	0	4
HIT 214	CPT/Other Coding Systems	1	3	0	2
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
OST 249	CPC Certification	3	2	0	4

**TOTAL CREDIT HOURS IN DIPLOMA** ..... 45

**Medical Office Administration Certificate**

(C25310)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 149	Medical Legal Issues	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18****Medical Office Administration - Healthcare Technology Certificate**

(C25310H)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
NET 125	Networking Basics	1	4	0	3
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
OST 243	Medical Office Simulation	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18****Medical Sonography Degree**

(A45440)

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

The SPCC Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee for Diagnostic Medical Sonography (JRCDSM). Contact the Commission on Accreditation of Allied Health Education Programs, [www.caahep.org](http://www.caahep.org), 1361 Park Street, Clearwater, FL 33756, or call 727-210-2350 for questions about the accreditation.

**GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)****Communications (6 SHC)**

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)



**Humanities/Fine Arts (3 SHC)** Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)** Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Mathematics (MAT 151, MAT 152, MAT 171)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (54 Credit Hours)</b>					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
SON 110	Introduction to Sonography	1	3	3	3
SON 111	Sonographic Physics	3	3	0	4
SON 120	SON Clinical Education I	0	0	15	5
SON 121	SON Clinical Education II	0	0	15	5
SON 130	Abdominal Sonography I	2	3	0	3
SON 131	Abdominal Sonography II	1	3	0	2
SON 140	Gynecologic Sonography	2	0	0	2
SON 220	SON Clinical Education III	0	0	24	8
SON 221	SON Clinical Education IV	0	0	24	8
SON 225	Case Studies	0	3	0	1
SON 241	Obstetrical Sonography I	2	0	0	2
SON 242	Obstetrical Sonography II	2	0	0	2
SON 250	Vascular Sonography	1	3	0	2
SON 289	Sonographic Topics	2	0	0	2
<b>OTHER MAJOR HOURS (6 Credit Hours)</b>					
PHY 110	Conceptual Physics <i>and</i>	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1
SON 276	Fetal Echocardiology	1	0	0	1
SON 278	Embryology in Sonography	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE ..... 75**

## Paralegal Technology Degree (A25380)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

The SPCC Paralegal Technology Program is an institutional member of the American Association for Paralegal Education (AAfPE), [www.aafpe.org](http://www.aafpe.org). Accreditation through AAfPE allows graduates of the degree program to sit for the North Carolina Paralegal Certification Exam.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Biology (BIO 111, BIO 140, BIO 163, BIO 165)
- Chemistry (CHM 131/CHM 131A, CHM 151)
- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171)
- Physics (PHY 110/PHY 110A)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (23 Credit Hours)</b>					
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research/Writing I	2	2	0	3
LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
LEX 150	Commercial Law I	2	2	0	3
LEX 210	Real Property I	3	0	0	3
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, & Trusts	2	2	0	3

**OTHER MAJOR HOURS (26 Credit Hours)**

ACC 120	Principles of Financial Accounting	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
CJC 131	Criminal Law	3	0	0	3
LEX 141	Civil Litigation II	2	2	0	3
LEX 211	Real Property II	1	4	0	3
LEX 220	Corporate Law	2	0	0	2
LEX 280	Ethics & Professionalism	2	0	0	2
OST 136	Word Processing	2	2	0	3

**Electives** (Choose at least 3 Credit Hours)

ACC 129	Individual Income Taxes	2	2	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 231	Constitutional Law	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE** ..... **64****Paralegal Technology Diploma**

(D25380)

**GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)****Communications (3 SHC)**

- English Composition (ENG 111)

**Social/Behavioral Sciences (3 SHC)**

- Psychology (PSY 150)

**MAJOR HOURS - CORE COURSES (14 Credit Hours)**

		Class	Lab	Clinic/Exp	Credit
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research/Writing I	2	2	0	3
LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
LEX 150	Commercial Law	2	2	0	3

**OTHER MAJOR HOURS (17 Credit Hours)**

CIS 110	Introduction to Computers	2	2	0	3
LEX 141	Civil Litigation II	2	2	0	3
LEX 280	Ethics & Professionalism	2	0	0	2
OST 136	Word Processing	2	2	0	3

**ELECTIVES** (Choose at least 6 Credit Hours)

CJC 131	Criminal Law	3	0	0	3
LEX 210	Real Property I	3	0	0	3
LEX 211	Real Property II	1	4	0	3
LEX 220	Corporate Law	2	0	0	2
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, & Trusts	2	2	0	3

**TOTAL CREDIT HOURS IN DIPLOMA** ..... **37**

## Paralegal Technology Certificate

(C25380)

		Class	Lab	Clinic/Exp	Credit
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research/Writing I	2	2	0	3
LEX 210	Real Property I	3	0	0	3
LEX 220	Corporate Law	2	0	0	2
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, & Trusts	2	2	0	3
LEX 280	Ethics & Professionalism	2	0	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**

## Practical Nursing Diploma

(D45660)

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

The SPCC Practical Nursing Diploma Program is approved by the North Carolina Board of Nursing. Contact the Board at P. O. Box 2129, Raleigh, NC 27602-2129, or 4516 Lake Boone Trail, Raleigh, NC 27607, or call 919-782-3211 for questions about the approval.

### GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

#### Communications (3 SHC)

- English Composition (ENG 111)

#### Social/Behavioral Sciences (3 SHC)

- Psychology (PSY 150)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (33 Credit Hours)</b>					
NUR 101	Practical Nursing I	7	6	6	11
NUR 102	Practical Nursing II	8	0	12	12
NUR 103	Practical Nursing III	6	0	12	10

#### OTHER MAJOR HOURS (9 Credit Hours)

BIO 163	Basic Anatomy and Physiology	4	2	0	5
NUR 117	Pharmacology	1	3	0	2
NUR 118	Nutrition and Diet Therapy	2	2	0	2

**TOTAL CREDIT HOURS IN DIPLOMA ..... 48**



## School-Age Education Degree (A55440)

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/private schools, recreational centers, and other programs that work with school-age populations.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Biology (BIO 111, BIO 140, BIO 163, BIO 165)
- Chemistry (CHM 131/CHM 131A, CHM 151)
- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171)
- Physics (PHY 110/PHY 110A)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (27 Credit Hours)</b>					
EDU 118	Principles and Practices of Instructional Assistant	3	0	0	3
EDU 131	Children, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 163	Classroom Management & Instruction	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 285	Internship Experience School-Age	1	9	0	4
EDU 289	Advocacy Issues/School-Age Populations	2	0	0	2

**OTHER MAJOR HOURS (27 Credit Hours)**

CIS 110	Introduction to Computers	2	2	0	3
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 275	Effective Teacher Training	2	0	0	2
EDU 280	Language & Literacy Experiences	3	0	0	3

**Electives** (Choose at least 9 Credit Hours)

EDU 154	Social/Emotional/Behavioral Development	3	0	0	3
EDU 157	Active Play	2	2	0	3
EDU 158	Healthy Lifestyles-Youth	3	0	0	3
EDU 161	Introduction to Exceptional Children	3	0	0	3
EDU 222	Learners with Behavioral Disorders	3	0	0	3
EDU 223	Specific Learning Disabilities	3	0	0	3
EDU 235	School-Age Development and Program	3	0	0	3
EDU 247	Sensory and Physical Disabilities	3	0	0	3
EDU 248	Developmental Delays	3	0	0	3
EDU 250	PRAXIS I Preparation	1	0	0	1
EDU 251	Exploration Activities	3	0	0	3

**TOTAL CREDIT HOURS IN DEGREE** ..... 69

## School-Age Education Diploma

(D55440)

**GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)****Communications (6 SHC)**

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

Class      Lab      Clinic/Exp      Credit

**MAJOR HOURS - CORE COURSES (25 Credit Hours)**

EDU 118	Principles and Practices of Instructional Assistant	3	0	0	3
EDU 131	Children, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 163	Classroom Management and Instruction	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 285	Internship Experience School-Age	1	9	0	4

**OTHER MAJOR HOURS (12 Credit Hours)**

CIS 110	Introduction to Computers	2	2	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3

**Electives** (Choose at least 3 Credit Hours)

EDU 119	Introduction to Early Childhood Educations	4	0	0	4
EDU 154	Social/Emotional/Behavioral Development	3	0	0	3
EDU 222	Learners with Behavioral Disorders	3	0	0	3
EDU 235	School-Age Development and Program	3	0	0	3

**TOTAL CREDIT HOURS IN DIPLOMA** ..... 43

**School-Age Education Certificate**

(C55440A)

		Class	Lab	Clinic/Exp	Credit
EDU 118	Principles and Practices of Instructional Assistant	3	0	0	3
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 145	Child Development II	3	0	0	3
EDU 157	Active Play	2	2	0	3
EDU 235	School-Age Development and Program	3	0	0	3
EDU 289	Advocacy Issues/School-Age Populations	2	0	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18****School-Age Education - Special Education Certificate**

(C55440B)

		Class	Lab	Clinic/Exp	Credit
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 154	Social/Emotional/Behavioral Development	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
<b>Electives</b> (Choose one set of 6 Credit Hours)					
EDU 222	Learners with Behavioral Disorders (and)	3	0	0	3
EDU 223	Specific Learning Disabilities	3	0	0	3
EDU 247	Sensory and Physical Disabilities (and)	3	0	0	3
EDU 248	Developmental Delays	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18****School-Age Education - School Age Specialist Certificate**

(C55440C)

		Class	Lab	Clinic/Exp	Credit
EDU 118	Principles and Practices of Instructional Assistant	3	0	0	3
EDU 131	Children, Family, & Community	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 158	Healthy Lifestyles-Youth	3	0	0	3
EDU 163	Classroom Management & Instruction	3	0	0	3
EDU 235	School-Age Development and Program	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**

## Simulation and Game Development Degree

(A25450)

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3-D modeling, and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, testers, quality assurance analysts, engineers and administrators in the entertainment industry, health care, education, corporate training, and government organizations.

### Collaborative Program Offered in Cooperation with Central Piedmont Community College

In this Instructional Service Agreement, Central Piedmont Community College will provide the courses labeled (CPCC) in the Simulation and Game Development curriculum. South Piedmont Community College will provide all other courses within the program. Students who successfully complete all requirements of the Simulation and Game Development program will be awarded an Associate in Applied Science degree by Central Piedmont Community College.

### GENERAL EDUCATION REQUIREMENTS (18 Credit Hours)

#### Communications (9 SHC)

- English (ENG 111, ENG 113)
- Communication (Choose one course: COM 110, COM 120)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150)
- Music (MUS 110)
- Philosophy (PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 131, HIS 132)
- Political Science (POL 120)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (MAT 140, MAT 151, MAT 171/MAT 171A)

### MAJOR HOURS - CORE COURSES (30 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
SGD 111	Introduction to SGD	2	3	0	3
SGD 112	SGD Design	2	3	0	3
SGD 113	SGD Programming	2	3	0	3
SGD 114	3-D Modeling (CPCC)	2	3	0	3
SGD 116	Graphic Design Tools (CPCC)	2	2	0	3
SGD 212	SGD Design II (CPCC)	2	3	0	3
SGD 213	SGD Programming II (CPCC)	2	3	0	3
SGD 214	3-D Modeling II (CPCC)	2	3	0	3
SGD 232	Survey of Game Engines (CPCC)	3	0	0	3
SGD 289	SGD Project (CPCC)	2	3	0	3

### OTHER MAJOR HOURS (21 Credit Hours)

CSC 151	JAVA Programming	2	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3



**Electives** (Choose at least 12 Credit Hours)

SGD 115	Physically-Based Modeling (CPCC)	2	2	0	3
SGD 117	Art for Games (CPCC)	2	3	0	3
SGD 123	Windows/Console Programming (CPCC)	2	3	0	3
SGD 124	MMO Programming (CPCC)	2	3	0	3
SGD 125	SG Artificial Intelligence (CPCC)	2	3	0	3
SGD 126	SG Engine Design (CPCC)	2	3	0	3
SGD 134	SG Quality Assurance (CPCC)	2	2	0	3
SGD 135	Serious Games (CPCC)	3	0	0	3
SGD 158	SGD Business Management (CPCC)	3	0	0	3
SGD 159	SGD Production Management (CPCC)	3	0	0	3
SGD 161	SG Animation (CPCC)	2	3	0	3
SGD 162	SG 3-D Animation (CPCC)	2	3	0	3
SGD 163	SG Documentation (CPCC)	2	3	0	3
SGD 164	SG Audio/Video (CPCC)	2	3	0	3
SGD 165	SG Character Development (CPCC)	2	3	0	3
SGD 167	SG Ethics (CPCC)	3	0	0	3
SGD 168	Mobile SG Programming I (CPCC)	2	3	0	3
SGD 169	Linux SG Programming (CPCC)	2	3	0	3
SGD 170	Handheld SG Programming (CPCC)	2	3	0	3
SGD 171	Flash SG Programming (CPCC)	2	3	0	3
SGD 172	Virtual SG Environments (CPCC)	2	3	0	3
SGD 173	Lighting/Shading Algorithms (CPCC)	2	3	0	3
SGD 174	SG Level Design (CPCC)	2	3	0	3
SGD 181	Machinima (CPCC)	2	3	0	3
SGD 193	Seminar/Selected Topic (CPCC)				3
SGD 210	3-D Data Capture (CPCC)	2	3	0	3
SGD 215	Adv. Physically-Based Modeling (CPCC)	2	2	0	3
SGD 237	Rigging 3-D Models (CPCC)	2	3	0	3

**TOTAL CREDIT HOURS IN DEGREE ..... 67**

## Therapeutic Massage Degree

(A45750)

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities include hospitals/rehabilitation centers, health departments, home health, medical offices, nursing homes, spas/health/sports clubs, and private practice. Graduates may be eligible to take the Massage and Bodywork Licensing Exam or the National Certification for Therapeutic Massage and Bodywork.

The Therapeutic Massage program is a 1 + 1 diploma/degree option. In order to progress into the Associate in Applied Science degree, students must have successfully completed the diploma option with a 3.0 GPA.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

**Humanities/Fine Arts (3 SHC)** Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)**

- Psychology (PSY 150)

**Natural Sciences/Mathematics (5 SHC)**

- Biology (BIO 163)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (45 Credit Hours)</b>					
BIO 271	Pathophysiology	3	0	0	3
BUS 152	Human Relations	3	0	0	3
MTH 110	Fundamentals of Massage	6	9	3	10
MTH 120	Therapeutic Massage Applications	6	9	3	10
MTH 125	Ethics of Massage	2	0	0	2
MTH 130	Therapeutic Massage Mgmt	2	0	0	2
MTH 210	Adv Skills of Massage	4	9	3	8
MTH 220	Outcome-Based Massage	4	6	3	7
<b>OTHER MAJOR HOURS (4 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
MTH 121	Clinical Supplement I	0	0	3	1
<b>TOTAL CREDIT HOURS IN DEGREE .....</b>					<b>66</b>

## Therapeutic Massage Diploma

(D45750)

**GENERAL EDUCATION REQUIREMENTS (8 Credit Hours)****Communications (3 SHC)**

- English Composition (ENG 111)

**Natural Sciences/Mathematics (5 SHC)**

- Biology (BIO 163)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (27 Credit Hours)</b>					
BIO 271	Pathophysiology	3	0	0	3
MTH 110	Fundamentals of Massage	6	9	3	10
MTH 120	Therapeutic Massage Applications	6	9	3	10
MTH 125	Ethics of Massage	2	0	0	2
MTH 130	Therapeutic Massage Mgmt	2	0	0	2
<b>OTHER MAJOR HOURS (4 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
MTH 121	Clinical Supplement I	0	0	3	1
<b>TOTAL CREDIT HOURS IN DIPLOMA .....</b>					<b>39</b>

## Web Technologies Degree (A25290)

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and mobile devices to disseminate and collect information via the Internet.

Course work in this program covers the terminology and use of computers, Internet-ready devices, servers, databases, programming languages, as well as Internet applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of Internet and mobile applications, websites, web services, and related areas of Internet technologies.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, COM 231)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (ART 111, ART 114, ART 115, ART 121, ART 131, ART 171, ART 240, ART 260, ART 271, ART 281, ART 283, ART 288)
- Drama (DRA 111, DRA 112, DRA 115, DRA 120, DRA 122, DRA 126, DRA 130, DRA 211, DRA 212)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 150, HUM 220)
- Music (MUS 110, MUS 112, MUS 113, MUS 114, MUS 121, MUS 210, MUS 211, MUS 213))
- Philosophy (PHI 230, PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132, HIS 221, HIS 236)
- Political Science (POL 110, POL 120, POL 210, POL 220)
- Psychology (PSY 150)
- Sociology (SOC 210, SOC 213, SOC 220, SOC 225, SOC 230, SOC 234, SOC 240, SOC 242, SOC 244)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Biology (BIO 111, BIO 140, BIO 163, BIO 165)
- Chemistry (CHM 131/CHM 131A, CHM 151)
- Mathematics (MAT 140, MAT 143, MAT 151, MAT 152, MAT 171)
- Physics (PHY 110/PHY 110A)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (36 Credit Hours)</b>					
BUS 110	Introduction to Business	3	0	0	3
CIS 115	Introduction to Programming and Logic	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
WEB 120	Introduction Internet Multimedia	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 214	Social Media	2	2	0	3
WEB 250	Database Driven Websites	2	2	0	3
WEB 289	Internet Technologies Project	1	4	0	3
SEC 110	Security Concepts	2	2	0	3

**OTHER MAJOR HOURS (14 Credit Hours)**

CIS 110	Introduction to Computers	2	2	0	3
CSC 151	JAVA Programming	2	3	0	3
GRD 151	Computer Design Basics	1	4	0	3
GRD 275	Animation I	1	3	0	2

**Electives** (Choose at least 3 Credit Hours)

BUS 280	REAL Small Business	4	0	0	4
GRD 271	Multimedia Design I	1	3	0	2
GRD 272	Multimedia Design II	1	3	0	2
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
SGD 111	Introduction to SGD	2	3	0	3
SGD 112	SGD Design	2	3	0	3
SGD 113	SGD Programming	2	3	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE** .....65



## Welding Technology Diploma

(D45400)

**Available Spring 2015**

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

### GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

#### Communications (3 SHC)

- English Composition (ENG 111)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (MAT 143, MAT 171)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (18 Credit Hours)</b>					
WLD 110	Cutting Processes	1	3	0	3
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
<b>OTHER MAJOR HOURS (16 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD 151	Fabrication I	2	6	0	4
WLD 261	Certification Practices	1	3	0	2
<b>TOTAL CREDIT HOURS IN DIPLOMA .....</b>					<b>40</b>

# COURSE DESCRIPTIONS

The courses listed on the following pages represent current curriculum offerings.

- The courses are listed in alphabetic order by a 3-letter prefix (BUS for Business, HIS for History).
- The courses are assigned a 3-digit number (ACC 120).
- Any course number less than 100 level will not earn credit hours toward graduation (ACA 090).
- The course title follows the course number (ACC 120 Principles of Financial Accounting).
- The number of contact and credit hours follows the title (ACC 120 Principles of Financial Accounting 3 2 0 4). The first number represents the number of class hours per week in a 16 week semester; the second number represents the number of lab hours per week; the third number represents the number of clinical or work experience hours per week; the last number represents the number of semester credit hours assigned to the course.
- Prerequisites mean preliminary skills, knowledge, or other courses are required before enrollment in the course.
- Corequisites mean courses that must be taken during the same term as the course that requires the corequisites.
- Courses marked "FA" are generally offered in the fall semester. Courses marked "SP" are generally offered in the spring semester. Courses marked "SU" may be offered in the summer term.

## ACA 090 Study Skills

3 0 0 3

Prerequisites: None

Corequisites: None

This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. Strategies covered in this course are essential to students who need classes in two or more developmental subjects. FA, SP

## ACA 122 College Transfer Success

0 2 0 1

Prerequisites: ENG 111, ENG 112, and COM 231; or ENG 111, ENG 113, and COM 231

Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. Students will develop the framework for an electronic portfolio based around program outcomes and the core skills. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

## ACC 120 Principles of Financial Accounting

3 2 0 4

Prerequisites: None

Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

**ACC 121 Principles of Managerial Accounting****3 2 0 4**

Prerequisites: ACC 120

Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

**ACC 129 Individual Income Taxes****2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. SP

**ACC 130 Business Income Taxes****2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms. FA

**ACC 140 Payroll Accounting****1 2 0 2**

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries. SP

**ACC 149 Introduction to Accounting Spreadsheets****1 2 0 2**

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting. SP

**ACC 150 Accounting Software Applications****1 2 0 2**

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. SP

**ACC 215 Ethics in Accounting****3 0 0 3**

Prerequisites: ACC 121

Corequisites: None

This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussions of selected historical and contemporary ethical cases and issues as they relate



to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities. FA

**ACC 220 Intermediate Accounting I 3 2 0 4**

Prerequisites: ACC 120

Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. FA

**ACC 221 Intermediate Accounting II 3 2 0 4**

Prerequisites: ACC 220

Corequisites: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. SP

**ACC 225 Cost Accounting 3 0 0 3**

Prerequisites: ACC 121

Corequisites: None

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. FA

**AGR 130 Alternative Agriculture Production 3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers the latest nontraditional enterprises in agriculture. Topics include animal production, aquaculture, and plant production. Upon completion, students should be able to identify selected enterprises and describe basic production practices. SP

**AGR 139 Introduction to Sustainable Agriculture 3 0 0 3**

Prerequisites: None

Corequisites: None

This course will provide students with a clear perspective on the principles, history, and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students should be able to identify the principles of sustainable agriculture as they relate to basic production practices. FA

**AGR 140 Agricultural Chemicals 2 2 0 3**

Prerequisites: None

Corequisites: None

This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides. FA

**AGR 150 Ag-O-Metrics 3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces basic calculations for agricultural applications. Topics include the metric system, land measurement, feed efficiency, rate of gain, chemical calibration, and payroll. Upon completion, students should be able to perform calculations that pertain to agricultural production. FA



<b>AGR 160</b>	<b>Plant Science</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems. SP					
<b>AGR 170</b>	<b>Soil Science</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices. FA					
<b>AGR 212</b>	<b>Farm Business Management</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget. FA					
<b>AGR 213</b>	<b>Ag Law &amp; Finance</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry. SP					
<b>AGR 214</b>	<b>Agricultural Marketing</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product. SP					
<b>AGR 262</b>	<b>Weed ID &amp; Control</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the annual and perennial weeds of economic importance in the Southeast. Topics include the life cycles, flowering habits, identification, and control of various weeds in the Southeast. Upon completion, students should be able to identify selected weeds and recommend methods of control. SP					
<b>AHR 110</b>	<b>Introduction to Refrigeration</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>5</b>
Prerequisites: None					
Corequisites: None					
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade. FA					
<b>AHR 111</b>	<b>HVACR Electricity</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources,					

interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams. SP

**AHR 112 Heating Technology**

2 4 0 4

Prerequisites: None

Corequisites: None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system. FA

**AHR 113 Comfort Cooling**

2 4 0 4

Prerequisites: None

Corequisites: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation. FA

**AHR 114 Heat Pump Technology**

2 4 0 4

Prerequisites: AHR 110 or AHR 113

Corequisites: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures. SP

**AHR 125 HVACR Electronics**

2 2 0 3

Prerequisites: None

Corequisites: AHR 111, ELC 111, or ELC 112

This course introduces the common electronic control components in HVACR systems. Emphasis is placed on identifying electronic components and their functions in HVACR systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions. SP

**AHR 133 HVAC Servicing**

2 6 0 4

Prerequisites: AHR 112 or AHR 113

Corequisites: None

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment. FA

**AHR 140 All-Weather Systems**

1 3 0 2

Prerequisites: AHR 112 or AHR 113

Corequisites: None

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures. FA

**AHR 160 Refrigerant Certification**

1 0 0 1

Prerequisites: None

Corequisites: None

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations. SP

**AHR 180 HVACR Customer Relations**

1 0 0 1

Prerequisites: None

Corequisites: None

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints. FA

**AHR 211 Residential System Design**

2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system. SP

**AHR 212 Advanced Comfort Systems**

2 6 0 4

Prerequisites: AHR 114

Corequisites: None

This course covers water-cooled systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps. SP

**AHR 213 HVACR Building Code**

1 2 0 2

Prerequisites: None

Corequisites: None

This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina building codes that apply to specific areas of the HVACR trade. SP

**AHR 240 Hydronic Heating**

1 3 0 2

Prerequisites: AHR 112

Corequisites: None

This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems. SP

**AHR 250 HVAC System Diagnostics**

0 4 0 2

Prerequisites: None

Corequisites: AHR 212

This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications. SP

**AHR 255 Indoor Air Quality**

1 2 0 2

Prerequisites: None

Corequisites: None

This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter



selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems. FA

**ALT 120 Renewable Energy Tech** 2 2 0 3

Prerequisites: None

Corequisites: None

This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydro-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment.

**ANS 110 Animal Science** 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally. FA

**ART 111 Art Appreciation** 3 0 0 3

Prerequisites: ENG 080 and RED 080, or DRE 098, or appropriate CPT scores

Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA, SP

**ART 114 Art History Survey I** 3 0 0 3

Prerequisites: ENG 080 and RED 080, or DRE 098, or appropriate CPT scores

Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

**ART 115 Art History Survey II** 3 0 0 3

Prerequisites: ENG 080 and RED 080, or DRE 098, or appropriate CPT scores

Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* SP

**ART 121 Design I** 0 6 0 3

Prerequisites: None

Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA



## ART 122 Design II

0 6 0 3

Prerequisites: None

**Corequisites:** None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

## ART 131 Drawing I

0 6 0 3

Prerequisites: None

Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

## ART 171 Computer Art I

0 6 0 3

Prerequisites: None

Corequisites: None

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

## ART 212 Gallery Assistantship I

0            2            0            1

Prerequisites: None

**Corequisites:** None

This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

## ART 213 Gallery Assistantship II

0            2            0            1

Prerequisites: ART 212

**Corequisites:** None

This course provides additional experience in display techniques. Emphasis is placed on preparation of artwork for exhibition, alternative methods of installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate independent decision-making and exhibition expertise. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

## ART 214 Portfolio and Resume

0 2 0 1

Prerequisites: None

Corequisites: None

This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective resume. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

**ART 240      Painting I**

0      6      0      3

Prerequisites: None

Corequisites: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA*

**ART 241      Painting II**

0      6      0      3

Prerequisites: ART 240

Corequisites: None

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP*

**ART 260      Photography Appreciation**

3      0      0      3

Prerequisites: None

Corequisites: None

This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**ART 271      Computer Art II**

0      6      0      3

Prerequisites: ART 171

Corequisites: None

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**ART 281      Sculpture I**

0      6      0      3

Prerequisites: None

Corequisites: None

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in a variety of sculptural approaches. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP*

**ART 282      Sculpture II**

0      6      0      3

Prerequisites: ART 281

Corequisites: None

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP*

<b>ART 283</b>	<b>Ceramics I</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</i> FA					
<b>ART 284</b>	<b>Ceramics II</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>3</b>
Prerequisites: ART 283					
Corequisites: None					
This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</i> SP					
<b>ART 288</b>	<b>Studio</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</i>					
<b>ASL 111</b>	<b>Elementary ASL I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores					
Corequisites: None					
This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. <i>This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.</i>					
<b>ASL 112</b>	<b>Elementary ASL II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ASL 111					
Corequisites: None					
This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. <i>This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.</i>					
<b>ASL 211</b>	<b>Intermediate ASL I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ASL 112					
Corequisites: None					
This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future.					



*This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

**ASL 212 Intermediate ASL II** 3 0 0 3

Prerequisites: ASL 211

Corequisites: None

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills, with study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

**ATR 112 Intro to Automation** 2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems. FA

**BAF 110 Principles of Banking** 3 0 0 3

Prerequisites: None

Corequisites: None

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective. FA

**BAF 121 Economics for Bankers** 3 0 0 3

Prerequisites: None

Corequisites: None

This course is designed to provide bankers with an introduction to the fundamental principles of economics. Emphasis is placed on the basics of economics theory, macroeconomics, and examples of the application of economics to banking. Upon completion, students should be able to interpret economic indicators, relate basic principles of economic theory, describe inflation, and compare and contrast economic systems.

**BIO 110 Principles of Biology** 3 3 0 4

Prerequisites: MAT 060 and MAT 070; or DMA 010, DMA 020, DMA 030 and DMA 040; or appropriate CPT scores

Corequisites: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *Under the CAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree. Under the ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.*

**BIO 111 General Biology I** 3 3 0 4

Prerequisites: MAT 060 and MAT 070; or DMA 010, DMA 020, DMA 030 and DMA 040; or appropriate CPT scores

Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of



BIO 112	General Biology II	3	3	0	4
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Corequisites: None

BIO 130	Introductory Zoology	3	3	0	4
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Corequisites: None

BIO 140	Environmental Biology	3	0	0	3
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Corequisites: None

BIO 163	Basic Anatomy & Physiology	4	2	0	5
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Corequisites: None

BIO 165	Anatomy and Physiology I	3	3	0	4
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Corequisites: None

This course is the first of a two-course sequence, which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes that maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Organ systems of the body are discussed individually and as part of the interacting

<b>BIO 166</b>	<b>Anatomy and Physiology II</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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Corequisites: None

This course is the second in a two-course sequence, which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes that maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. Organ systems of the body are discussed individually and as part of the interacting groups with emphasis on the processes that maintain homeostasis. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

FA. SP

BIO 250	Genetics	3	3	0	4
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Corequisites: None

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

<b>BIO 271</b>	<b>Pathophysiology</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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Corequisites: None

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

<b>BIO 275</b>	<b>Microbiology</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

<b>BPR 111</b>	<b>Print Reading</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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Corequisites: None

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system. FA

**BTC 181 Basic Laboratory Techniques**

3 3 0 4

Prerequisites: None

Corequisites: None

This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols. FA

**BUS 110 Introduction to Business**

3 0 0 3

Prerequisites: None

Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

**BUS 115 Business Law I**

3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

**BUS 116 Business Law II**

3 0 0 3

Prerequisites: BUS 115

Corequisites: None

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. SP

**BUS 121 Business Math**

2 2 0 3

Prerequisites: None

Corequisites: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. FA, SP

**BUS 125 Personal Finance**

3 0 0 3

Prerequisites: None

Corequisites: None

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan. SP

**BUS 135 Principles of Supervision**

3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. SP



**BUS 137 Principles of Management****3 0 0 3**

Prerequisites: None

Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

**BUS 139 Entrepreneurship I****3 0 0 3**

Prerequisites: None

Corequisites: None

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs. FA

**BUS 147 Business Insurance****3 0 0 3**

Prerequisites: None

Corequisites: None

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage. SP

**BUS 152 Human Relations****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts. SP

**BUS 153 Human Resource Management****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. FA

**BUS 217 Employment Law and Regulations****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. SP

**BUS 220 Purchasing****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the purchasing function and explains its role in business. Topics include the legal and ethical aspects of purchasing, quality assurance, and the application of purchasing formulas and methods for cost analysis. Upon completion, students should be able to complete a purchase transaction incorporating legal, ethical, quality, and cost considerations. SP



**BUS 225 Business Finance**

2 2 0 3

Prerequisites: ACC 120

Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. SP

**BUS 234 Training and Development**

3 0 0 3

Prerequisites: None

Corequisites: None

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. SP

**BUS 239 Business Applications Seminar**

1 2 0 2

Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120 and ECO 251 or  
ACC 120, BUS 115, BUS 137, MKT 120 and ECO 252

Corequisites: None

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students would be able to apply the techniques, processes, and vital professional skills needed in the work place. SP

**BUS 240 Business Ethics**

3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society. FA

**BUS 280 REAL Small Business**

4 0 0 4

Prerequisites: None

Corequisites: None

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding. SP

**CCT 110 Intro to Cyber Crime**

3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students will be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem. FA

**CCT 112 Ethics & High Technology**

3 0 0 3

Prerequisites: None

Corequisites: None

This course covers ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cyber crime investigator. Topics include illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources. Upon completion, students should be able to examine their own value systems and apply ethical considerations in identifiable cyber crime investigations. SP

**CCT 121 Computer Crime Investigation****3 2 0 4**

Prerequisites: None

Corequisites: None

This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution. SP

**CCT 220 Forensic Accounting****3 3 0 4**

Prerequisites: None

Corequisites: None

This course introduces the basic principles and procedures of investigative accounting and analysis of financial evidence. Emphasis is placed on collecting data and evidence, evaluation of internal control systems, accounting systems, concealed income analysis and fraud detection. Upon completion, students should be able to apply generally accepted accounting standards and procedures for conducting a criminal investigation audit for financial information.

**CCT 231 Technology Crimes & Law****3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws. FA

**CCT 272 Forensic Password Recovery****1 4 0 3**

Prerequisites: None

Corequisites: None

This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes involving decryption. Topics include decryption of PGP key rings, private keys, EFS hard drives, and encrypted containers. Upon completion, students will be able to use the course processes and methodologies to obtain forensic evidence from encrypted files, folders, and systems.

**CCT 273 Registry Forensics****1 4 0 3**

Prerequisites: None

Corequisites: None

This course provides unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes involving the Windows registry. Emphasis is placed on the processes used to locate registry artifacts, including security, SAM, software, system, and NT user data. Upon completion, students should be able to use the course processes and methodologies to obtain forensic evidence from a Windows registry.

**CCT 285 Trends in Cyber Crime****2 2 0 3**

Prerequisites: CCT 110

Corequisites: None

This course covers and explores advances and developments in cyber crime technologies. Emphasis is placed on computer forensics tools, information protection and security, threat response, and professional development. Upon completion, students should be able to articulate understanding of the current state of the industry as well as emerging technologies for cyber crime technology.

**CCT 289 Capstone Project****1 6 0 3**

Prerequisites: CCT 231 or CCT 220

Corequisites: None

This course provides experience in cyber crime investigations or technology security audits in either the public or private domain. Emphasis is placed on student involvement with business or agencies dealing with technology security issues or computer crime activities. Upon completion, students should be able

to successfully analyze, retrieve erased evidence and testify in mock proceedings against these criminal entrepreneurs. SP

## CET 150 Computer Forensics I

2 3 0 3

Prerequisites: None

Corequisites: None

This course is an introduction to computer forensic concepts, with emphasis on computer forensic methods and best practices. Topics include computer system analysis, physical and logical storage methods for different types of media, tools to recover and analyze data from storage media, system security. Upon completion, students should be able to use diagnostic and investigative techniques to identify and retrieve data from various types of computer media. FA

## CET 250 Computer Forensics II

2 3 0 3

Prerequisites: None

Corequisites: None

This course is a study in computer forensic practices with emphasis placed on methods used for prevention, detection, and apprehension of perpetrators of cyber-criminal activity. Topics include the roles of Chief Security Officers in the securing of system breaches, vulnerabilities, network and server security issues, OS and application security risks. Upon completion, students should be able to identify and collect evidence to prove unauthorized and inappropriate access on computer systems and networks. SP

**CHI 111      Elementary Chinese I**

3 0 0 3

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the fundamental elements of the Chinese language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Chinese and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

**CHI 112      Elementary Chinese II**

3 0 0 3

Prerequisites: CHI 111

Corequisites: None

This course includes the basic fundamentals of the Chinese language within a cultural context of the Chinese people and its history. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Chinese and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

**CHI 211**      **Intermediate Chinese I**

3            0            0            3

Prerequisites: CHI 112

Corequisites: None

This course includes communicative competencies in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should demonstrate simple conversations and distinguish an appropriate range of Chinese characters, as well as read simple expressions in modern standard Chinese. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

## CHI 212 Intermediate Chinese II

3 0 0 3

Prerequisites: CHI 211

Corequisites: None

This course provides continuation of communicative competence in speaking, listening comprehension, reading and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on



intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should demonstrate simple conversations and distinguish a broad range of Chinese characters, as well as read expressions in modern standard Chinese. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

**CHM 131 Introduction to Chemistry 3 0 0 3**

Prerequisites: MAT 060 and MAT 070; or DMA 010, DMA 020, DMA 030, and DMA 040; or appropriate CPT scores

Corequisites: CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* FA

**CHM 131A Introduction to Chemistry Lab 0 3 0 1**

Prerequisites: None

Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* FA

**CHM 132 Organic and Biochemistry 3 3 0 4**

Prerequisites: CHM 131 and CHM 131A

Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* SP

**CHM 151 General Chemistry I 3 3 0 4**

Prerequisites: MAT 060 and MAT 070; or DMA 010, DMA 020, DMA 030, and DMA 040; or appropriate CPT scores

Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* FA

**CHM 152 General Chemistry II 3 3 0 4**

Prerequisites: CHM 151

Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* SP



## CHM 251      Organic Chemistry I

3 3 0 4

Prerequisites: CHM 152

Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkylhalides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

## CHM 252      Organic Chemistry II

3            3            0            4

Prerequisites: CHM 251

Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

## CIS 110 Introduction to Computers

2            2            0            3

Prerequisites: None

Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).* FA, SP, SU

CIS 115 Introduction to Programming & Logic

2 3 0 3

Prerequisites: MAT 121 or MAT 171; or

DMA 010, DMA 020, DMA 030 and DMA 040; or appropriate CPT scores

Corequisites: None

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).* FA, SP

**CJC 100      Basic Law Enforcement Training**

9      30      0      19

Prerequisites: None

Corequisites: None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course. FA, SP

**CJC 111 Introduction to Criminal Justice****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA*

**CJC 112 Criminology****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. FA

**CJC 113 Juvenile Justice****3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. FA

**CJC 121 Law Enforcement Operations****3 0 0 3**

Prerequisites: None

Corequisites: None

The course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP*

**CJC 131 Criminal Law****3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. FA

**CJC 132 Court Procedure & Evidence****3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. FA

**CJC 141 Corrections****3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives

to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

**CJC 151 Introduction to Loss Prevention 3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention. FA

**CJC 160 Terrorism: Underlying Issues 3 0 0 3**

Prerequisites: None

Corequisites: None

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning consideration involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents. FA

**CJC 212 Ethics & Community Relations 3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. SP

**CJC 213 Substance Abuse 3 0 0 3**

Prerequisites: None

Corequisites: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities. SP

**CJC 214 Victimology 3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs. SP

**CJC 215 Organization & Administration 3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations. SP



**CJC 221 Investigative Principles****3 2 0 4**

Prerequisites: None

Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. FA

**CJC 222 Criminalistics****3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence. SP

**CJC 223 Organized Crime****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system. SP

**CJC 231 Constitutional Law****3 0 0 3**

Prerequisites: None

Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. SP

**CJC 232 Civil Liability****3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues. SP

**CJC 293 Selected Topics in CJC****3 0 0 3**

Prerequisites: Enrollment in the CJC program

Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. The student will prepare a project designed to integrate the skill and knowledge developed in this curriculum. SP

**COM 110 Introduction to Communication****3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a



variety of contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts (Substitute). This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts (Substitute).* FA, SP

**COM 120 Introduction to Interpersonal Communication 3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts (Substitute). This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts (Substitute).* FA, SP

**COM 140 Introduction to Intercultural Communication 3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts (Substitute). This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts (Substitute).* FA, SP

**COM 150 Introduction to Mass Communication 3 0 0 3**

Prerequisites: ENG 111

Corequisites: None

This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Topics include the nature, history, functions, and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should be able to demonstrate awareness of the pervasive nature of mass media and how media operate in an advanced post-industry society. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

**COM 231 Public Speaking 3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts (Substitute). This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts (Substitute).* FA, SP

**COM 251 Debate I 3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the principles of debate. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to use research skills and logic in the presentation of ideas with the context of formal debate. *This course has been approved for transfer under the CAA as*

CSC 151	JAVA Programming	2	3	0	3
Prerequisites: None					
Corequisites: None					
<p>This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug JAVA language programs. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</i> SP</p>					

<b>CTS 120</b>	<b>Hardware/Software Support</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
<p>This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. SP</p>					

<b>CTS 125</b>	<b>Presentation Graphics</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: CIS 110 or CIS 111					
Corequisites: None					
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation. SP					

<b>CTS 130</b>	<b>Spreadsheet</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: CIS 110 or CIS 111 or OST 137					
Corequisites: None					
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. FA, SP					

<b>CTS 155</b>	<b>Tech Support Functions</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
<p>This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.</p>					

<b>CTS 285</b>	<b>Systems Analysis &amp; Design</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: CIS 115					
Corequisites: None					
<p>This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques. FA</p>					

<b>CTS 289</b>	<b>System Support Project</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
Prerequisites: CTS 285					
Corequisites: None					
This course provides an opportunity to complete a significant support project with minimal instructor					

CVS 160	CVS Clinical Ed I	0	4	9	5
Prerequisites:	Enrollment in Program				
Corequisites:	None				
<p>This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.</p>					

<b>CVS 161</b>	<b>CVS Clinical Ed II</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>8</b>
Prerequisites: CVS 160					
Corequisites: None					
This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.					

<b>CVS 162</b>	<b>CVS Clinical Ed III</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>5</b>
Prerequisites: CVS 161					
Corequisites: None					
This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.					

<b>CVS 163</b>	<b>Echo I</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
Prerequisites:	Enrollment in Program				
Corequisites:	None				
This course covers cardiac anatomy and introduces cardiac scanning techniques. Topics include normal cardiac anatomy, Doppler physics, and 2-D and M-mode imaging. Upon completion, students should be able to perform 2-D and M-mode studies.					

<b>CVS 164</b>	<b>Echo II</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
Prerequisites: CVS 163					
Corequisites: None					
<p>This course is a continuation of CVS 163 with continued study of 2-D and M-mode imaging. Emphasis is placed on continuous wave, pulsed wave, color, and power Doppler imaging of normal and abnormal cardiac conditions. Upon completion, students should be able to perform and recognize normal and abnormal cardiac studies.</p>					

<b>CVS 260</b>	<b>CVS Clinical Ed IV</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>8</b>
Prerequisites: CVS 162					
Corequisites: None					
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.					

<b>CVS 261</b>	<b>CVS Clinical Ed V</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>8</b>
Prerequisites: CVS 260					
Corequisites: None					
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.					

<b>CVS 275</b>	<b>Pediatric Echo</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites:	Enrollment in Program				
Corequisites:	None				
This course introduces the normal and abnormal pediatric echocardiography techniques and pathologic					



This course provides an overview of cardiovascular topics in preparation to certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to sit for the registry examinations.

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. FA

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports. SP

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing. FA

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings. SP

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing. FA

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions. EA, SP



**DMA 020 Fractions and Decimals****.75 .50 0 1**

Prerequisites: DMA 010

Corequisites: None

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals. FA, SP

**DMA 030 Proportion/Ratio/Rate/Percent****.75 .50 0 1**

Prerequisites: DMA 010 and DMA 020

Corequisites: None

This course provides a conceptual study of problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems. FA, SP

**DMA 040 Expressions/Linear Equations/Inequalities****.75 .50 0 1**Prerequisites: DMA 010, DMA 020, and DMA 030; or  
MAT 060

Corequisites: None

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities. FA, SP

**DMA 050 Graphs/Equations of Lines****.75 .50 0 1**Prerequisites: DMA 010, DMA 020, DMA 030, and DMA 040; or  
DMA 040 and MAT 060

Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables. FA, SP

**DMA 060 Polynomial/Quadratic Applications****.75 .50 0 1**Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; or  
DMA 040, DMA 050, and MAT 060; or  
MAT 060, and MAT 070

Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion students should be able to find algebraic solutions to contextual problems with quadratic applications. FA, SP

**DMA 070 Rational Express/Equation****.75 .50 0 1**Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060; or  
DMA 040, DMA 050, DMA 060, and MAT 060; or  
DMA 060, MAT 060, and MAT 070; or  
DMA 010, DMA 020, DMA 030, DMA 060, and MAT 070

Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications. FA, SP

This course is designed to develop a critical appreciation of the theatre from the viewpoint of the audience/consumer. Emphasis is placed on viewing, discussing, and evaluating selected theatre performance, either live or on film/video. Upon completion, students should be able to express their critical judgments both orally and in writing. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. FA*





**DRA 141 Stagecraft II**

0 6 0 3

Prerequisites: DRA 140

Corequisites: None

This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational or avocational roles in technical theatre. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**DRA 142 Costuming**

2 2 0 3

Prerequisites: None

Corequisites: None

This course covers the techniques of costume construction and crafts processes. Emphasis is placed on learning costuming techniques, using equipment and materials, and finishing production-appropriate costumes. Upon completion, students should be able to demonstrate an understanding of pattern drafting, construction techniques, and costume fitting procedures. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**DRA 145 Stage Make-Up**

1 2 0 2

Prerequisites: None

Corequisites: None

This course covers the research, design, selection of materials, and application of state make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**DRA 170 Play Production I**

0 9 0 3

Prerequisites: None

Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP*

**DRA 171 Play Production II**

0 9 0 3

Prerequisites: DRA 170

Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**DRA 211 Theatre History I**

3 0 0 3

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. *This course has been approved for transfer under the CAA as a general education course in*



*Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

**DRA 212 Theatre History II** 3 0 0 3

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course covers the development of theatre from 1660 through the diverse influences which shaped the theatre of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

**DRE 096 Integrated Reading and Writing** 2.5 1 0 3

Prerequisites: None

Corequisites: None

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile® range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. FA, SP

**DRE 097 Integrated Reading and Writing II** 2.5 1 0 3

Prerequisites: DRE 096

Corequisites: None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile® range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. FA, SP

**DRE 098 Integrated Reading and Writing III** 2.5 1 0 3

Prerequisites: DRE 097

Corequisites: None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in a Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. FA, SP

**DRE 099 Integrated Reading and Writing III** 2 0 0 2

Prerequisites: DRE 097

Corequisites: ENG 111

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. FA, SP

**ECM 210 Introduction to Electronic Commerce** 2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics

include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to set up a working Electronic Commerce Internet web site. FA

**ECO 251 Principles of Microeconomics 3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* FA

**ECO 252 Principles of Macroeconomics 3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.* FA, SP

**EDU 118 Principles & Practices of Instructional Assistant 3 0 0 3**

Prerequisites: None

Corequisites: DRE 097

This course covers the instructional assistant's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy. FA

**EDU 119 Introduction to Early Childhood Education 4 0 0 4**

Prerequisites: None

Corequisites: None

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments, and activity plans appropriate for all children. FA

**EDU 131 Child, Family, & Community 3 0 0 3**

Prerequisites: None

Corequisites: DRE 097

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools, and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. SP

## EDU 144 Child Development I

3 0 0 3

Prerequisites: None

Corequisites: DRE 097

This course includes the theories of child development, needs, milestones, and factors that influence development from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. FA

## EDU 145 Child Development II

3 0 0 3

Prerequisites: None

Corequisites: DRE 097

This course includes the theories of child development, needs, milestones, and factors that influence development from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. SP

## EDU 146 Child Guidance

3 0 0 3

Prerequisites: None

Corequisites: DRE 097

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control, and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits, and recognizing at-risk behaviors. FA

## EDU 151 Creative Activities

3 0 0 3

Prerequisites: None

Corequisites: DRE 097

This course covers planning, creation, and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices, and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging, and engaging developmentally supportive learning experiences in art, music, movement, and dramatics for all children. Upon completion, students should be able to create, adapt, implement, and evaluate developmentally supportive learning materials, experiences, and environments. SP

## EDU 153 Health, Safety, &amp; Nutrition

3 0 0 3

Prerequisites: None

Corequisites: DRE 097

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy living environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations. SP

## EDU 154 Social/Emotional/Behavioral Development

3            0            0            3

**Prerequisites:** EDU 144 and EDU 145; or  
PSY 244 and PSY 245

Corequisites: DRE 097

This course covers the emotional/social development of children and the causes, expressions, prevention, and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention



This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education. SP



**EDU 216 Foundations of Education****4 0 0 4**

Prerequisites: None

Corequisites: DRE 098

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.* SP

**EDU 221 Children with Exceptionalities****3 0 0 3**Prerequisites: EDU 144 and EDU 145; or  
PSY 244 and PSY 245

Corequisites: DRE 098

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement and promote best practice. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

**EDU 222 Learners with Behavioral Disorders****3 0 0 3**Prerequisites: EDU 144 and EDU 145; or  
PSY 244 and PSY 245

Corequisites: DRE 098

This course provides a comprehensive study of learners with behavioral disorders encompassing characteristics, assessments, placement alternatives, inclusion and family interventions. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize positive behavior support systems. FA

**EDU 223 Specific Learning Disabilities****3 0 0 3**Prerequisites: EDU 144 and EDU 145; or  
PSY 244 and PSY 245

Corequisites: DRE 098

This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families. FA

**EDU 234 Infants, Toddlers, & Twos****3 0 0 3**

Prerequisites: EDU 119

Corequisites: DRE 098

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families. SP

**EDU 235 School-Age Development & Programs****3 0 0 3**

Prerequisites: None

Corequisites: DRE 098

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally appropriate activities. FA

**EDU 247 Sensory & Physical Disabilities****3 0 0 3**

Prerequisites: EDU 144 and EDU 145; or

PSY 244 and PSY 245

Corequisites: DRE 098

This course covers characteristics, intervention strategies, assistive technologies and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments, and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities. FA

**EDU 248 Developmental Delays****3 0 0 3**

Prerequisites: EDU 144 and EDU 145; or

PSY 244 and PSY 245

Corequisites: DRE 098

This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families. FA

**EDU 250 PRAXIS I Preparation****1 0 0 1**

Prerequisites: None

Corequisites: DRE 098

This course is designed to prepare potential teachers for the PRAXIS I exam that is necessary to enter the field of education. Emphasis is placed on content specifications of the PRAXIS I exam, study skills, and simulated examinations. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of the PRAXIS I exam. SP

**EDU 251 Exploration Activities****3 0 0 3**

Prerequisites: None

Corequisites: DRE 098

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children. SP

**EDU 253 Music for Children****1 2 0 2**

Prerequisites: None

Corequisites: DRE 098

This course covers theory, methods, and integration of music into a total early childhood experience. Topics include music theory, musical instruments, song design, and performance on the keyboard and autoharp. Upon completion, students should be able to play and sing a song and integrate musical skills into the curriculum. FA

**EDU 259 Curriculum Planning****3 0 0 3**

Prerequisites: ENG 090, RED 090, and EDU 119; or

ENG 095 and EDU 119; or DRE 098 and EDU 119

Corequisites: None

This course is designed to focus on curriculum planning for three-to-five year olds. Topics include

EDU 261	Early Childhood Administration I	3	0	0	3
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Corequisites: DRE 098 and EDU 119

<b>EDU 262</b>	<b>Early Childhood Administration II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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Corequisites: DRE 098 and EDU 119

<b>EDU 271</b>	<b>Educational Technology</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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Corequisites: DRE 098

<b>EDU 275</b>	<b>Effective Teacher Training</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
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Corequisites: DRE 098

<b>EDU 280</b>	<b>Language &amp; Literacy Experiences</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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Corequisites: DRE 098

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments, and inclusive practices. Upon completion, students should be able to select, plan, implement, and evaluate developmentally appropriate and diverse language/literacy experiences. FA



**EDU 284 Early Child Capstone Practicum 1 9 0 4**

Prerequisites: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151; or  
 EDU 119, PSY 244, PSY 245, EDU 146, and EDU 151; or  
 EDU 119, EDU 144, PSY 245, EDU 146, and EDU 151; or  
 EDU 119, PSY 244, EDU 145, EDU 146, and EDU 161

Corequisites: DRE 098

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing, and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques, and ethical/professional behaviors as indicated by assignments and on site faculty visits. SP

**EDU 285 Internship Experiences-School Age 1 9 0 4**

Prerequisites: EDU 144, EDU 145, EDU 118, and EDU 163; or  
 PSY 244, PSY 245, EDU 118, and EDU 163; or  
 PSY 244, EDU 145, EDU 118, and EDU 163; or  
 EDU 144, PSY 245, EDU 118, and EDU 163; or  
 PSY 244, PSY 245, EDU 216, and EDU 163; or  
 EDU 144, EDU 145, EDU 216, and EDU 163; or  
 EDU 144, PSY 245, EDU 216, and EDU 163; or  
 PSY 244, EDU 145, EDU 216, and EDU 163

Corequisites: DRE 098

This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing, and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completions, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and on site faculty visits. SP

**EDU 289 Advanced Issues/School Age 2 0 0 2**

Prerequisites: None

Corequisites: DRE 098

This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations. FA

**EGR 150 Introduction to Engineering 1 2 0 2**

Prerequisites: None

Corequisites: None

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

**EGR 251 Statics 2 2 0 3**

Prerequisites: None

Corequisites: None

This course covers the concepts and principles of statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures. FA



**EGR 252      Strength of Materials****2          2          0          3**

Prerequisites: EGR 251

Corequisites: None

This course covers the principles and concepts of stress and analysis. Topics include centroids, moments of inertia, shear/moment diagrams, and stress and strain. Upon completion, students should be able to perform a stress and strain analysis on structural components. SP

**ELC 111      Intro to Electricity****2          2          0          3**

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance), components (resistors, inductors, and capacitors), power, and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment. FA

**ELC 112      DC/AC Electricity****3          6          0          5**

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits. FA

**ELC 113      Residential Wiring****2          6          0          4**

Prerequisites: None

Corequisites: None

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations. FA

**ELC 115      Industrial Wiring****2          6          0          4**

Prerequisites: None

Corequisites: None

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment. SP

**ELC 117      Motors and Controls****2          6          0          4**

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. SP

**ELC 118      National Electrical Code****1          2          0          2**

Prerequisites: None

Corequisites: None

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC. SP

**ELC 128      Introduction to PLC****2          3          0          3**

Prerequisites: None

Corequisites: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation

<b>ELC 213</b>	<b>Instrumentation</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
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**Corequisites:** None

<b>ELC 215</b>	<b>Electrical Maintenance</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Corequisites: None

<b>ELC 220</b>	<b>Photovoltaic Systems Tech</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Corequisites: None

<b>ELC 221</b>	<b>Adv PV Systems Designs</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Corequisites: None

<b>ELN 131</b>	<b>Analog Electronics I</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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**Corequisites:** None

<b>ELN 132</b>	<b>Analog Electronics II</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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Corequisites: None

<b>ELN 133</b>	<b>Digital Electronics</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog

to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. FA

**ELN 231      Industrial Controls**

2            3            0            3

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery. SP

ELN 275      Troubleshooting

1            3            0            2

Prerequisites: None

Corequisites: None

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications. FA

EMS 110      EMT

6 6 0 8

Prerequisites: Enrollment in program

Corequisites: None

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

## EMS 122 EMS Clinical Practicum I

0            0            3            1

Prerequisites: EMS 110

Corequisites: EMS 130

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.

## EMS 125 EMS Instructor Methodology

1            2            0            2

Prerequisites: Enrollment in program

Corequisites: None

This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology. SP

**EMS 130      Pharmacology**

3            3            0            4

Prerequisites: EMS 110

Corequisites: EMS 122

This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

**EMS 131      Advanced Airway Management**

1            2            0            2

Prerequisites: EMS 110

Corequisites: None

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical



This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.



<b>EMS 250</b>	<b>Medical Emergencies</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
Prerequisites: EMS 122 and EMS 130					
Corequisites: None					
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose, and throat. Upon completion, students should be able to recognize, assess, and manage the care of frequently encountered medical conditions based upon initial patient assessment.					
<b>EMS 260</b>	<b>Trauma Emergencies</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites: EMS 122 and EMS 130					
Corequisites: None					
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.					
<b>EMS 270</b>	<b>Life Span Emergencies</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: EMS 122 and EMS 130					
Corequisites: None					
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.					
<b>EMS 280</b>	<b>EMS Bridging Course</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: Enrollment in program					
Corequisites: None					
This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Emphasis is placed on patient assessment, advanced electrocardiography utilizing the twelve-lead ECG, advanced pharmacology, the appropriate intervention and treatment of multi-system injuries/disorders, ethics, and NC laws and rules. Upon completion, students should be able to perform advanced patient assessment and practice skills. FA					
<b>EMS 285</b>	<b>EMS Capstone</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites: EMS 220, EMS 250, and EMS 260					
Corequisites: None					
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.					
<b>ENG 111</b>	<b>Writing and Inquiry</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 090 and RED 090; or ENG 095; or DRE 098; or appropriate CPT scores					
Corequisites: None					
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. <i>This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.</i> FA, SP					

**ENG 112 Writing/Research in the Disciplines**

3 0 0 3

Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.*

**ENG 113 Literature-Based Research**

3 0 0 3

Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.* FA, SP

**ENG 114 Professional Research & Reporting**

3 0 0 3

Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.* FA, SP

**ENG 125 Creative Writing I**

3 0 0 3

Prerequisites: ENG 111

Corequisites: None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

**ENG 126 Creative Writing II**

3 0 0 3

Prerequisites: ENG 125

Corequisites: None

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**ENG 131 Introduction to Literature**

3 0 0 3

Prerequisites: ENG 111

Corequisites: ENG 112, ENG 113, or ENG 114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/*

*Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

**ENG 231 American Literature I** 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. FA*

**ENG 232 American Literature II** 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. SP*

**ENG 233 Major American Writers** 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. FA*

**ENG 235 Survey of Film as Literature** 3 0 0 3

Prerequisites: ENG 113

Corequisites: None

This course provides a study of the medium of film with a focus on the historical impact and the various literary genres of movies. Emphasis is placed on an appreciation of film as a form of literature which demonstrates various elements of fiction (character, setting, theme, etc.). Upon completion, students should be able to analyze film critically in various literary contexts. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA, SP*

**ENG 241 British Literature I** 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. SP*

**ENG 242 British Literature II** 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their



historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. SP*

**ENG 243 Major British Writers 3 0 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. SP*

**ENG 261 World Literature I 3 0 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. SP*

**ENG 262 World Literature II 3 0 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. FA*

**ENG 273 African-American Literature 3 0 0 3**

Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA, SP*

**ETR 220 Innovation and Creativity 3 0 0 3**

Prerequisites: None

Corequisites: None

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place. SP

**ETR 230 Entrepreneur Marketing 3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers the techniques to correctly research and define the target market to increase sales for start-up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start-up business. Upon



completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources. FA

**ETR 240      Funding for Entrepreneurs**

3 0 0 3

Prerequisites: ACC 120

Corequisites: None

This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting start-up and growth capital. Topics include sources of funding including: angel investors, venture capital, IPOs, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture. SP

ETR 270 Entrepreneurship Issues

3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business. FA

**FRE 111      Elementary French I**

3 0 0 3

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. FA*

**FRE 112**      **Elementary French II**

3 0 0 3

Prerequisites: FRE 111

Corequisites: None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* SP

**FRE 161 Cultural Immersion**

2 3 0 3

Prerequisites: FRE 111

Corequisites: None

This course explores Francophone culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate an understanding of cultural differences. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**FRE 211**      **Intermediate French I**

3            0            0            3

Prerequisites: FRE 112

Corequisites: None

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

*This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. FA*

**FRE 212 Intermediate French II 3 0 0 3**

Prerequisites: FRE 211

Corequisites: None

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. SP*

**GEO 111 World Regional Geography 3 0 0 3**

Prerequisites: ENG 080 and RED 080, or DRE 098, or appropriate CPT scores

Corequisites: None

This course introduces the regional concept that emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. FA, SP*

**GER 111 Elementary German I 3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. FA*

**GER 112 Elementary German II 3 0 0 3**

Prerequisites: GER 111

Corequisites: None

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. SP*

**GER 161 Cultural Immersion 2 3 0 3**

Prerequisites: GER 111

Corequisites: None

This course explores German culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate an understanding of cultural differences. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement*

<b>GER 211</b>	<b>Intermediate German I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: GER 112					
Corequisites: None					
This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. <i>This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.</i> FA					
<b>GER 112</b>	<b>Intermediate German II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: GER 211					
Corequisites: None					
This course is a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. <i>This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.</i> SP					
<b>GRD 110</b>	<b>Typography I</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements. FA					
<b>GRD 113</b>	<b>History of Graphic Design</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers the history of graphic design and visual communications. Topics include major trends, developments, influences, and directions. Upon completion, students should be able to understand, recognize, and analyze important historical and worldwide cultural influences found in today's marketing of ideas and products. FA					
<b>GRD 121</b>	<b>Drawing Fundamentals I</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites: None					
Corequisites: None					
This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works. FA					
<b>GRD 122</b>	<b>Drawing Fundamentals II</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites: GRD 121					
Corequisites: None					
This course is a continuation of GRD 121. Emphasis is placed on applying a unique style/approach to drawing from life situations and may include rendering human figures in action and repose. Upon completion, students should be able to show drawing competence and proficiency. SP					
<b>GRD 131</b>	<b>Illustration I</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites: ART 131 or GRD 121 or DES 125					
Corequisites: None					
This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork. SP					



**GRD 141 Graphic Design I****2 4 0 4**

Prerequisites: None

Corequisites: None

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects. FA

**GRD 142 Graphic Design II****2 4 0 4**

Prerequisites: ART 121 or GRD 141 or DES 135

Corequisites: None

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects. SP

**GRD 151 Computer Design Basics****1 4 0 3**

Prerequisites: None

Corequisites: None

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool. FA

**GRD 152 Computer Design Techniques I****1 4 0 3**

Prerequisites: GRD 151

Corequisites: None

This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work. SP

**GRD 167 Photographic Imaging I****1 4 0 3**

Prerequisites: None

Corequisites: None

This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality. FA

**GRD 241 Graphic Design III****2 4 0 4**

Prerequisites: GRD 142 or DES 136

Corequisites: None

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving. FA

**GRD 265 Digital Print Production****1 4 0 3**

Prerequisites: GRD 151 or GRA 151

Corequisites: None

This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions. SP

**GRD 271 Multimedia Design I****1 3 0 2**

Prerequisites: GRD 151 or GRA 151

Corequisites: None

This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation,



graphics, digital audio video, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations. SP

## GRD 272      Multimedia Design II

1            3            0            2

Prerequisites: GRD 271

Corequisites: None

This course is a continuation of GRD 271. Emphasis is placed on advanced animation, specialized software, quality control, and cross-platform delivery, as well as problems associated with delivery media and interactivity. Upon completion, students should be able to produce multimedia presentations and determine and adapt to technical specifications for delivery. SP

## GRD 275 Animation I

1            3            0            2

Prerequisites: GRD 151 or GRA 151

Corequisites: None

This course introduces the concepts and development of animation. Emphasis is placed on theory, storyboarding, narration, sequence implementation, appropriate software usage, and audio visual manipulation. Upon completion, students should be able to successfully complete computer-generated animated sequences. SP

## GRD 280 Portfolio Design

2            4            0            4

**Prerequisites:** GRD 142 and GRD 152; or GRD 142 and GRA 152

Corequisites: None

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials. SP

## GRD 281 Design of Advertising

2            0            0            2

Prerequisites: None

Corequisites: None

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to demonstrate an understanding of the complexities and relationships involved in advertising design. SP

## GRD 285 Client/Media Relations

1 2 0 2

Prerequisites: GRD 142 and GRD 152; or GRD 142 and GRA 152; or GRD 142 and GRA 121

Corequisites: None

This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' advertising needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships. FA

**GRO 120      Gerontology**

3 0 0 3

Prerequisites: None

Corequisites: None

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects. SP

## HBI 110      Issues and Trends in HBI

3            0            0            3

Prerequisites: None

Corequisites: None

This course is a survey of current and emerging technology applications and data standards in the healthcare industry. Topics include the history, implementation, use, management, and impact of information technology in healthcare settings. Upon completion, students should have an understanding of the current trends and issues in healthcare informatics.

**HBI 113 Survey of Med Insurance****3 0 0 3**

Prerequisites: None

Corequisites: None

This course is a survey of the healthcare insurance system. Emphasis is placed on the foundation necessary for understanding the healthcare delivery system, terminology and practices of healthcare insurance, and provider reimbursement. Upon completion, students should have an understanding of healthcare insurance and how outcomes are addressed through healthcare informatics.

**HBI 250 Data Mgmt and Utilization****2 2 0 3**

Prerequisites: DBA 110 or DBA 120 or DBA 210

Corequisites: None

This course covers the management and usage of data in healthcare settings according to current practices in healthcare informatics. Topics include data warehousing, data integrity, data security, data mining, and report generating in healthcare settings. Upon completion, students should be able to demonstrate an understanding of using healthcare data to support reporting and decision making in healthcare settings.

**HIS 111 World Civilizations I****3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. FA*

**HIS 112 World Civilizations II****3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. FA, SP*

**HIS 115 Intro to Global History****3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

**HIS 121 Western Civilizations I****3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

3 0 0 3

Corequisites: None

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilizations. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

3 0 0 3

Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* FA

3 0 0 3

Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* SP

3 0 0 3

Corequisites: None

This course covers the period of the Second World War from 1919 to 1945. Topics include the Treaty of Versailles, the rise of totalitarian regimes, the origins of the war, the major military campaigns in Europe and the Pacific, and the aftermath. Upon completion, students should be able to analyze significant political, military, socioeconomic, and cultural developments that influenced the Second World War. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

3 0 0 3

Corequisites: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

3 0 0 3

Corequisites: None

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant



political, socioeconomic, and cultural developments in North Carolina. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

**HIT 211 ICD Coding 2 6 0 4**

Prerequisites: BIO 163

MED 121 and MED 122 or OST 141 and OST 142

Corequisites: None

This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient, and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology, and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes. FA

**HIT 214 CPT/Other Coding Systems 1 3 0 2**

Prerequisites: HIT 211

Corequisites: None

This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes. SP

**HSE 110 Introduction to Human Services 2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. FA

**HSE 112 Group Process I 1 2 0 2**

Prerequisites: Enrollment in the HSE program or CTE Pathway

Corequisites: None

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. FA

**HSE 123 Interviewing Techniques 2 2 0 3**

Prerequisites: None

Corequisites: None

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. SP

**HSE 125 Counseling 2 2 0 3**

Prerequisites: None

Corequisites: None

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision-making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques. FA

**HSE 160 HSE Clinical Supervision I 1 0 0 1**

Prerequisites: None

Corequisites: HSE 163

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement.



Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human service clinical experiences. FA

**HSE 163      HSE Clinical Experience I      0      0      9      3**

Prerequisites: HSE 110 and HSE 125; or HSE 110 and HSE 123

Corequisites: HSE 160

This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes. FA

**HSE 210      Human Services Issues      2      0      0      2**

Prerequisites: Successful completion of 12 SHC in the HSE program

Corequisites: None

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. SP

**HSE 212      Group Process II      1      2      0      2**

Prerequisites: HSE 112

Corequisites: None

This course is a continuation of the study of interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to demonstrate their ability to communicate with others and facilitate communications between others. SP

**HSE 220      Case Management      2      2      0      3**

Prerequisites: HSE 110

Corequisites: None

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services. FA

**HSE 225      Crisis Intervention      3      0      0      3**

Prerequisites: None

Corequisites: None

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately. FA

**HSE 242      Family Systems      3      0      0      3**

Prerequisites: PSY 150 or SOC 210

Corequisites: None

This course introduces the concepts of family structure as a system and includes the impact of contemporary society on the family. Topics include systems theory, family structure, blended families, divorce, adoption, and the elderly. Upon completion, students should be able to demonstrate an understanding of families as a system and the impact of change on family structure. SP

**HSE 260      HSE Clinical Supervision II      1      0      0      1**

Prerequisites: None

Corequisites: HSE 263

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences. FA, SP

**HSE 263      HSE Clinical Experience II      0      0      9      3**

Prerequisites: HSE 163, HSE 110, and HSE 125; or HSE 163, HSE 110, and HSE 123

Corequisites: HSE 260

This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes. FA, SP

**HUM 110      Technology and Society      3      0      0      3**

Prerequisites: ENG 090 and RED 090; or ENG 095; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

**HUM 120      Cultural Studies      3      0      0      3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the student culture. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA, SP

**HUM 130      Myth in Human Culture      3      0      0      3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

**HUM 150      American Womens Studies      3      0      0      3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

**HUM 160      Introduction to Film      2      2      0      3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved for transfer under the CAA as a general education course in Humanities/*

<b>HUM 170</b>	<b>The Holocaust</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores					
Corequisites: None					
This course provides a survey of the destruction of European Jewry by the Nazis introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the student culture. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</i>					

HUM 180	International Cultural Exploration	3	0	0	3
Prerequisites:	ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores				
Corequisites:	None				
<p>This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</i></p>					

<b>HUM 211</b>	<b>Humanities I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 111					
Corequisites: None					
<p>This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. <i>This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.</i></p>					

<b>HUM 212</b>	<b>Humanities II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 111					
Corequisites: None					
<p>This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied.</p> <p><i>This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.</i></p>					

<b>HUM 220</b>	<b>Human Values and Meaning</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites:	ENG 111				
Corequisites:	None				
<p>This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. <i>This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.</i> FA, SP</p>					



**HYD 110      Hydraulics/Pneumatics I****2            3            0            3**

Prerequisites: None

Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting. SP

**HYD 121      Hydraulics/Pneumatics II****1            3            0            2**

Prerequisites: HYD 110

Corequisites: None

This course is a continuation of HYD 110 and provides further investigation into fluid power systems. Topics include advanced system components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, operation, and maintenance of fluid power components and systems.

**HYD 210      Advanced Hydraulics****1            3            0            2**

Prerequisites: HYD 110, HYD 111, or HYD 112

Corequisites: None

This course covers advanced hydraulic systems. Emphasis is placed on advanced hydraulic systems and components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of hydraulic components and systems.

**ISC 112      Industrial Safety****2            0            0            2**

Prerequisites: None

Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. SP

**ISC 132      Mfg Quality Control****2            3            0            3**

Prerequisites: None

Corequisites: None

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment. SP

**JOU 110      Intro to Journalism****3            0            0            3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA*

**JOU 216      Writing for Mass Media****2            2            0            3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course is an introduction to news writing for newspapers and other print media including the techniques of news gathering, reporting, and interviewing. Emphasis is placed on basic methods of gathering information, conducting interviews, organizing a story, writing leads, writing clear, concise copy, and upon developing research skills. Upon completion, students should be able to write clear, concise, accurate, complete, balanced and readable news stories according to guidelines set by industry



standards. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP

**JOU 217      Feature/Editorial Writing**

2      2      0      3

Prerequisites: ENG 111

Corequisites: None

This course covers the basics of persuasive writing for community newspapers and other print media. Emphasis is placed on writing features, reviews, and editorials including audience analysis, appropriate language, effective supporting details, completeness, and accuracy. Upon completion students should be able to write effective feature stories, reviews, and editorials. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

## LEX 110 Introduction to Paralegal Study

2            0            0            2

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology, and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals. FA

## LEX 120 Legal Research/Writing I

2      2      0      3

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. FA

**LEX 130**      **Civil Injuries**

3 0 0 3

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses. SP

## LEX 140 Civil Litigation I

3 0 0 3

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in the preparation of pleadings and motions. FA

## LEX 141 Civil Litigation II

2      2      0      3

Prerequisites: LEX 140

**Corequisites:** None

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice. SP

## LEX 150 Commercial Law I

2      2      0      3

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout

MAC 112	Machining Technology II	2	12	0	6
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Corequisites: None

<b>MAC 113</b>	<b>Machining Technology III</b>	<b>2</b>	<b>12</b>	<b>0</b>	<b>6</b>
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Corequisites: None

<b>MAC 114</b>	<b>Introduction to Metrology</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
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Corequisites: None

<b>MAC 121</b>	<b>Introduction to CNC</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
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Corequisites: None

MAC 122	CNC Turning	1	3	0	2
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Corequisites: None

MAC 124	CNC Milling	1	3	0	2
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Corequisites: None

MAC 132	Blueprint Reading/Mach II	1	2	0	2
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Corequisites: None

MAC 151	Machining Calculations	1	2	0	2
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Corequisites: None

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic



Corequisites: None

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA as a *general education course in Mathematics (Quantitative)*. This course has been approved for transfer under the ICAA as a *general education course in Mathematics (Quantitative)*. FA, SP



<b>MAT 152</b>	<b>Statistical Methods I</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
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Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098;  
or appropriate CPT scores;

Corequisites: None

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). FA, SP

<b>MAT 171</b>	<b>Precalculus Algebra</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
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Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and  
DMA 080; or appropriate CPT scores; or MAT 121

Corequisites: None

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.* FA, SP

<b>MAT 172</b>	<b>Precalculus Trigonometry</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
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Prerequisites: MAT 171

Corequisites: None

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.* SP

<b>MAT 252</b>	<b>Statistical Methods II</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
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Prerequisites: MAT 152 and MAT 121; or MAT 152 and MAT 171

Corequisites: None

This course is designed to provide a technology-based treatment of multiple sample inferential statistics. Emphasis is placed on two sample hypothesis tests and confidence intervals, linear and multiple regression, analysis of variance, experimental design, and non-parametric techniques. Upon completion, students should be able to draw statistical inferences and communicate results on multiple sample data taken from business and health, social, natural, and applied sciences. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

<b>MAT 263</b>	<b>Brief Calculus</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
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Prerequisites: MAT 161, MAT 171, or MAT 175

Corequisites: None

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.* SP

**MAT 271      Calculus I** **3            2            0            4**

Prerequisites: MAT 172

Corequisites: None

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. SP*

**MAT 272      Calculus II** **3            2            0            4**

Prerequisites: MAT 271

Corequisites: None

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with or without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. FA*

**MAT 273      Calculus III** **3            2            0            4**

Prerequisites: MAT 272

Corequisites: None

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and the line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. SP*

**MAT 280      Linear Algebra** **2            2            0            3**

Prerequisites: MAT 271

Corequisites: None

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, system of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA*

**MAT 285      Differential Equations** **2            2            0            3**

Prerequisites: MAT 272

Corequisites: None

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP*

<b>MEC 130</b>	<b>Mechanisms</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems. SP					
<b>MEC 142</b>	<b>Physical Metallurgy</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
Prerequisites: None					
Corequisites: None					
This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials. SP					
<b>MEC 145</b>	<b>Manufacturing Materials I</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations. FA					
<b>MEC 151</b>	<b>Mechanical Manufacturing Systems</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites: None					
Corequisites: None					
This course covers mechanical systems and sub-systems including timing cams, cam followers, timing belts, servo-motors, mechanical drive units, bearings, and mechanical linkage. Emphasis will be placed on the understanding of these components and their integration into operating systems. Upon completion, students should be able to diagnose mechanical problems using a structured approach to troubleshooting mechanical systems and sub-systems. SP					
<b>MEC 180</b>	<b>Engineering Materials</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications. FA					
<b>MEC 260</b>	<b>Fundamentals of Machine Design</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the fundamental principles of machine design. Topics include simple analysis of forces, moments, stresses, strains, friction, kinematics, and other considerations for designing machine elements. Upon completion, students should be able to analyze machine components and make component selections from manufacturers' catalogs. SP					
<b>MED 110</b>	<b>Orientation to Medical Assisting</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores					
Corequisites: None					
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting. FA, SP					



		0	0	3	1
<b>MED 112</b>	<b>Orientation to Clinical Setting I</b>				
Prerequisites: Enrollment in Medical Assisting or MLA programs; and					
Corequisites: None					
This course provides an early opportunity to observe and/or perform in the medical setting. Emphasis is placed on medical assisting procedures including appointment scheduling, filing, greeting patient, telephone techniques, billing, collections, medical records, and related medical procedures. Upon completion, students should be able to identify administrative and clinical procedures in the medical environment. Medical asepsis such as hand washing and donning sterile gloves will be introduced. FA, SP					
<b>MED 121</b>	<b>Medical Terminology I</b>	3	0	0	3
Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores					
Corequisites: None					
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. FA, SP, SU					
<b>MED 122</b>	<b>Medical Terminology II</b>	3	0	0	3
Prerequisites: MED 121					
Corequisites: None					
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. FA, SP, SU					
<b>MED 130</b>	<b>Administrative Office Procedures I</b>	1	2	0	2
Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores					
Corequisites: None					
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. FA, SP					
<b>MED 131</b>	<b>Administrative Office Procedures II</b>	1	2	0	2
Prerequisites: MED 130					
Corequisites: None					
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. FA, SP					
<b>MED 140</b>	<b>Examination Room Procedures I</b>	3	4	0	5
Prerequisites: Enrollment in the Medical Assisting program					
Corequisites: None					
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. SP					
<b>MED 150</b>	<b>Laboratory Procedures I</b>	3	4	0	5
Prerequisites: Enrollment in Medical Assisting or MLA programs					
Corequisites: None					
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. FA, SP					

<b>MED 260</b>	<b>MED Clinical Practicum</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>5</b>
Prerequisites: Enrollment in the Medical Assisting program; and MED 131, MED 140, and MED 150					
Corequisites: None					
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. SU					
<b>MED 262</b>	<b>Clinical Perspectives</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Prerequisites: Enrollment in the Medical Assisting program; and					
Corequisites: None					
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility. SP					
<b>MED 264</b>	<b>Medical Assisting Overview</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisites: Enrollment in the MA program, or graduate of a CAAHEP accredited program, or MA recertifying;					
Corequisites: None					
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants. FA					
<b>MED 272</b>	<b>Drug Therapy</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: MED 140					
Corequisites: None					
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. SP					
<b>MKT 120</b>	<b>Principles of Marketing</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision-making. FA					
<b>MNT 110</b>	<b>Intro to Maint Procedures</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites: None					
Corequisites: None					
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards. FA					
<b>MNT 111</b>	<b>Maintenance Practices</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course provides in-depth theory and practical applications, relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods. FA					

<b>MTH 110</b>	<b>Fundamentals of Massage</b>	<b>6</b>	<b>9</b>	<b>3</b>	<b>10</b>
Prerequisites: Enrollment in Therapeutic Massage program					
Corequisites: None					
This course introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion, students should be able to apply basic practical massage therapy skills. <i>FA</i>					
<b>MTH 120</b>	<b>Therapeutic Massage Applications</b>	<b>6</b>	<b>9</b>	<b>3</b>	<b>10</b>
Prerequisites: MTH 110					
Corequisites: None					
This course provides an expanded knowledge and skill base for the massage therapist in a variety of clinical settings. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various populations. <i>SP</i>					
<b>MTH 121</b>	<b>Clinical Supplement I</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>
Prerequisites: MTH 110, MTH 120, MTH 125, MTH 210 or MTH 220					
Corequisites: None					
This course is designed to introduce the student to a variety of clinical experiences. Emphasis is placed on applying the therapeutic massage process across the lifespan. Upon completion, students should be able to demonstrate delivery of massage techniques in a clinical setting. <i>FA</i>					
<b>MTH 125</b>	<b>Ethics of Massage</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisites: Enrollment in Therapeutic Massage program					
Corequisites: None					
This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion, students should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues. <i>FA</i>					
<b>MTH 130</b>	<b>Therapeutic Massage Mgmt</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisites: MTH 110					
Corequisites: None					
This course introduces the basic responsibilities in the development and administration of a professional massage therapy practice. Emphasis is placed on identifying successful practice management methods such as selecting a business structure, negotiating a contract/lease, developing a business/marketing plan, designing a massage space, differentiating spa from clinical practice, management of client/financial records and physician referral. Upon completion, students should be able to demonstrate the knowledge and skills necessary to develop and manage a massage therapy practice. <i>SP</i>					
<b>MTH 210</b>	<b>Adv Skills of Massage</b>	<b>4</b>	<b>9</b>	<b>3</b>	<b>8</b>
Prerequisites: MTH 120 or MTH 121					
Corequisites: None					
This course provides knowledge and skills in diverse body work modalities in a variety of clinical settings. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies, and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered. <i>FA</i>					
<b>MTH 220</b>	<b>Outcome-Based Massage</b>	<b>4</b>	<b>6</b>	<b>3</b>	<b>7</b>
Prerequisites: MTH 120, MTH 121, or MTH 221					
Corequisites: None					
This course provides knowledge and skills in more complex body works modalities in a variety of clinical settings. Emphasis is placed on developing advanced skills in outcome-based Massage. Upon completion, students should be able to perform basic skills in techniques covered. <i>FA</i>					
<b>MUS 110</b>	<b>Music Appreciation</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 080 and RED 080; or DRE 098; or appropriate CPT scores					
Corequisites: None					
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students					



should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA, SP

**MUS 112 Introduction to Jazz 3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

**MUS 113 American Music 3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

**MUS 114 Non-Western Music 3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA, SP

**MUS 121 Music Theory I 3 2 0 4**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

**MUS 122 Music Theory II 3 2 0 4**

Prerequisites: MUS 121

Corequisites: None

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis, and continued studies in part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

**MUS 123 Music Composition**

0 2 0 1

Prerequisites: MUS 111 or MUS 121

Corequisites: None

This course provides a study of elementary forms and traditional approaches to the organization of melody, harmony, rhythm, etc., in musical composition. Emphasis is placed on using musical notation to create new musical works. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA*

**MUS 131 Chorus I**

0 2 0 1

Prerequisites: None

Corequisites: None

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA*

**MUS 132 Chorus II**

0 2 0 1

Prerequisites: MUS 131

Corequisites: None

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP*

**MUS 133 Band I**

0 2 0 1

Prerequisites: None

Corequisites: None

This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**MUS 134 Band II**

0 2 0 1

Prerequisites: MUS 133

Corequisites: None

This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**MUS 141 Ensemble I**

0 2 0 1

Prerequisites: None

Corequisites: None

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA*

<b>MUS 142</b>	<b>Ensemble II</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
Prerequisites: MUS 141					
Corequisites: None					
This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study and performance of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP</i>					
<b>MUS 151</b>	<b>Class Music I</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
Prerequisites: None					
Corequisites: None					
This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA</i>					
<b>MUS 152</b>	<b>Class Music II</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
Prerequisites: MUS 151					
Corequisites: None					
This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</i>					
<b>MUS 161</b>	<b>Applied Music I</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
Prerequisites: None					
Corequisites: None					
This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA</i>					
<b>MUS 162</b>	<b>Applied Music II</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
Prerequisites: MUS 161					
Corequisites: None					
This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</i>					
<b>MUS 210</b>	<b>History of Rock Music</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores					
Corequisites: None					
This course is a survey of Rock music from the early 1950s to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. <i>This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. FA</i>					



**MUS 211 History of Country Music 3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and to explain the influence of pop culture on the development of country music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

**MUS 212 American Musical Theatre 3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course covers the origins and development of the musical from Show Boat to the present. Emphasis is placed on the investigation of the structure of the musical and its components through listening and analysis. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

**MUS 213 Opera and Musical Theatre 3 0 0 3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course covers the origins and development of opera and musical theatre from the works of Claudio Monteverdi to the present. Emphasis is placed on how the structure and components of opera and musicals effect dramaturgy through listening examples and analysis. Upon completion, students should be able to demonstrate analytical and listening skills in understanding both opera and the musical. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

**MUS 261 Applied Music III 1 2 0 2**

Prerequisites: MUS 162

Corequisites: None

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

**MUS 262 Applied Music IV 1 2 0 2**

Prerequisites: MUS 261

Corequisites: None

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

**NET 125 Networking Basics 1 4 0 3**

Prerequisites: None

Corequisites: None

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. FA

<b>NOS 110</b>	<b>Operating System Concepts</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
The course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion, students will have an understanding of OS concepts, installation, management, and maintenance, using a variety of operating systems. FA					
<b>NOS 120</b>	<b>Linux/UNIX Single User</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: CET 211, CTI 130, or NOS 110					
Corequisites: None					
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles. FA					
<b>NOS 130</b>	<b>Windows Single User</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: CET 211, CTI 130, or NOS 110					
Corequisites: None					
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment. SP					
<b>NOS 230</b>	<b>Windows Administration I</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: NOS 130					
Corequisites: None					
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system. SP					
<b>NUR 101</b>	<b>Practical Nursing I</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>11</b>
Prerequisites: Enrollment in the PN program					
Corequisites: NUR 118, BIO 163					
This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. This is a diploma-level course. FA					
<b>NUR 102</b>	<b>Practical Nursing II</b>	<b>8</b>	<b>0</b>	<b>12</b>	<b>12</b>
Prerequisites: NUR 101					
Corequisites: NUR 103, NUR 117, ENG 111					
This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. SP					
<b>NUR 103</b>	<b>Practical Nursing III</b>	<b>6</b>	<b>0</b>	<b>12</b>	<b>10</b>
Prerequisites: NUR 101					
Corequisites: NUR 102, NUR 117, ENG 111					
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving					

technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. SU

<b>NUR 103AB</b>	<b>Practical Nursing III (Part one)</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>NUR 103BB</b>	<b>Practical Nursing III (Part two)</b>	<b>3</b>	<b>0</b>	<b>12</b>	<b>7</b>

<b>NUR 107</b>	<b>LPN Refresher</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>12</b>
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Prerequisites: Enrollment in the LPN Refresher Certificate program

Corequisites: None

This refresher course is designed to provide an independent didactic review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing interventions, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure. FA, SP

<b>NUR 111</b>	<b>Introduction to Health Concepts</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>8</b>
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Prerequisites: Enrollment in the ADN program

Corequisites: None

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. FA

<b>NUR 112</b>	<b>Health-Illness Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
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Prerequisites: NUR 111

Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. SP

<b>NUR 113</b>	<b>Family Health Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
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Prerequisites: NUR 111

Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. FA

<b>NUR 114</b>	<b>Holistic Health Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
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Prerequisites: NUR 111

Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, student should be able to provide safe nursing care incorporating the concepts identified in this course. FA

<b>NUR 117</b>	<b>Pharmacology</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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Prerequisites: Enrollment in the ADN or PN program

Corequisites: None

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely. SP



<b>NUR 118</b>	<b>Nutrition/Diet Therapy</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores					
Corequisites: None					
This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the U.S. Department of Agriculture dietary standard recommended for individuals across the life span, energy balance, and dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs. FA					
<b>NUR 211</b>	<b>Health Care Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
Prerequisites: NUR 111					
Corequisites: None					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. SP					
<b>NUR 212</b>	<b>Health System Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
Prerequisites: NUR 111					
Corequisites: None					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. SU					
<b>NUR 213</b>	<b>Complex Health Concepts</b>	<b>4</b>	<b>3</b>	<b>15</b>	<b>10</b>
Prerequisites: NUR 111					
Corequisites: NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212					
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care. SP					
<b>OST 131</b>	<b>Keyboarding</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
Prerequisites: None					
Corequisites: None					
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. FA, SP					
<b>OST 134</b>	<b>Text Entry &amp; Formatting</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: OST 131					
Corequisites: None					
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. FA, SP					
<b>OST 136</b>	<b>Word Processing</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. SP					

**OST 148 Medical Coding Billing & Insurance****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third-party payers, coding concepts, and forms preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. FA

**OST 149 Medical Legal Issues****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. FA, SP

**OST 164 Text Editing Applications****3 0 0 3**

Prerequisites: None

Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. FA

**OST 184 Records Management****2 2 0 3**

Prerequisites: None

Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. FA

**OST 236 Advanced Word/Information Processing****2 2 0 3**

Prerequisites: OST 136

Corequisites: None

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. SP

**OST 241 Medical Office Transcription I****1 2 0 2**

Prerequisites: MED 121 or OST 141

Corequisites: None

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties. SP

**OST 242 Medical Office Transcription II****1 2 0 2**

Prerequisites: OST 241

Corequisites: None

This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents. SP

**OST 243 Medical Office Simulation****2 2 0 3**

Prerequisites: OST 148

Corequisites: None

This course introduces medical systems used to process information in the automated office. Topics

OST 247	Procedure Coding	1	2	0	2
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Corequisites: None

OST 248	Diagnostic Coding	1	2	0	2
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Corequisites: None

OST 249	CPC Certification	3	2	0	4
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Corequisites: None

OST 250	Long-Term Care Coding	1	2	0	2
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Corequisites: None

OST 286	Professional Development	3	0	0	3
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Corequisites: None

PED 110	Fit and Well for Life	1	2	0	2
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Corequisites: None

PED 113	Aerobics I	0	3	0	1
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Corequisites: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved for transfer under the CAA as a premajor and/or*



This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

This course is designed to teach the basic skills of kayaking. Topics include forward and reverse strokes, sweeps, Eskimo roll, and self-rescue skills. Upon completion, students should be able to maneuver and demonstrate safe kayaking practices. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**PED 219      Disc Golf****0          2          0          1**

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and single and doubles play. Upon completion, students should be able to perform the skills required in playing situations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**PED 237      Tae Kwon Do****0          3          0          1**

Prerequisites: None

Corequisites: None

This course introduces martial arts using the Tae Kwon Do form. Topics include proper conditioning exercises, proper terminology, historical foundations, etiquette, and drills. Upon completion, students should be able to perform skills and techniques related to this form of martial arts. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**PHI 215      Philosophical Issues****3          0          0          3**

Prerequisites: ENG 111

Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and officially evaluate the philosophical components of an issue. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

**PHI 230      Introduction to Logic****3          0          0          3**

Prerequisites: ENG 111

Corequisites: None

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

**PHI 240      Introduction to Ethics****3          0          0          3**

Prerequisites: ENG 111

Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. SP*

**PHY 110      Conceptual Physics****3          0          0          3**

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; and MAT 070; or DMA 010, DMA 020, DMA 030, and DMA 040; or appropriate CPT scores

Corequisites: None

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and

the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* FA, SP

**PHY 110A Conceptual Physics Lab**

0 2 0 1

Prerequisites: None

Corequisites: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* FA, SP

**PHY 151 College Physics I**

3 2 0 4

Prerequisites: MAT 161 or MAT 171

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* FA

**PHY 152 College Physics II**

3 2 0 4

Prerequisites: PHY 151

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* SP

**PHY 251 General Physics I**

3 3 0 4

Prerequisites: MAT 271

Corequisites: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* FA

**PHY 252 General Physics II**

3 3 0 4

Prerequisites: MAT 272 and PHY 251

Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has*



<b>POL 110</b>	<b>Intro Political Science</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites:	ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores				
Corequisites:	None				
<p>This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. <i>This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.</i> FA, SP</p>					

<b>POL 120</b>	<b>American Government</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 080 and RED 080; or DRE 098; or appropriate CPT scores					
Corequisites: None					
<p>This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. <i>This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.</i> FA, SP</p>					

<b>POL 210</b>	<b>Comparative Government</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores					
Corequisites: None					
<p>This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. <i>This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. SP</i></p>					

<b>POL 220</b>	<b>International Relations</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores					
Corequisites: None					
<p>This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. <i>This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. SP</i></p>					

<b>PSY 150</b>	<b>General Psychology</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores					
Corequisites: None					
<p>This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. <i>This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.</i></p> <p>FA, SP</p>					

**PSY 211 Psychology of Adjustment**

3 0 0 3

Prerequisites: PSY 150

Corequisites: None

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing health personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**PSY 231 Forensic Psychology**

3 0 0 3

Prerequisites: PSY 150

Corequisites: None

This course introduces students to concepts which unite psychology and the legal system. Topics include defining competency, insanity, involuntary commitment as well as introducing forensic assessment techniques, such as interviewing process, specialized assessments, and collecting collateral information. Upon completion, students should be able to demonstrate knowledge in areas of forensic psychology: risk assessment, criminal competencies, insanity, psychopathology, and mentally disordered offenders. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

**PSY 237 Social Psychology**

3 0 0 3

Prerequisites: PSY 150 or SOC 210

Corequisites: None

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

**PSY 239 Psychology of Personality**

3 0 0 3

Prerequisites: PSY 150

Corequisites: None

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

**PSY 241 Developmental Psychology**

3 0 0 3

Prerequisites: PSY 150

Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* FA, SP



**PSY 243 Child Psychology****3 0 0 3**

Prerequisites: PSY 150

Corequisites: None

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

**PSY 246 Adolescent Psychology****3 0 0 3**

Prerequisites: PSY 150

Corequisites: None

This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

**PSY 249 Psychology of Aging****3 0 0 3**

Prerequisites: PSY 150

Corequisites: None

This course covers the particular needs and behaviors of the maturing adult. Emphasis is placed on psychosocial processes, biological and intellectual aspects of aging, adjustments to retirement, dying, bereavement, and the stereotypes and misconceptions concerning the elderly. Upon completion, students should be able to show an understanding of the psychological factors related to the aging process. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**PSY 259 Human Sexuality****3 0 0 3**

Prerequisites: PSY 150

Corequisites: None

This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**PSY 281 Abnormal Psychology****3 0 0 3**

Prerequisites: PSY 150

Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* FA



3 0 0 3

Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA, SP

3 0 0 3

Corequisites: None

This course is a survey of the literature of the Hebrews with readings for the law, prophets, and other writings. Emphasis is placed on the use of literacy, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

3 0 0 3

Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* SP

3 0 0 3

Corequisites: None

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA, SP

3 0 0 3

Corequisites: None

This course introduces the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Russian and to demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

3 0 0 3

Corequisites: None

This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate further cultural awareness.

*This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

**RUS 211 Intermediate Russian I** 3 0 0 3

Prerequisites: RUS 112

Corequisites: None

This course provides a review and expansion of the essential skills of the Russian language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

**RUS 212 Intermediate Russian II** 3 0 0 3

Prerequisites: RUS 112

Corequisites: None

This course provides a continuation of RUS 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

**SAB 110 Substance Abuse Overview** 3 0 0 3

Prerequisites: None

Corequisites: None

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment. FA

**SAB 130 Addictive Behaviors** 3 0 0 3

Prerequisites: None

Corequisites: None

This course surveys and investigates addiction patterns and various methods of treatment. Emphasis is placed on sociocultural, psychological, and physiological theories of substance abuse and treatment. Upon completion, students should be able to demonstrate an understanding of theories of substance abuse and treatment. FA

**SAB 140 Pharmacology** 3 0 0 3

Prerequisites: None

Corequisites: None

This course covers the pharmacology of psychoactive drugs and abused chemicals and treatment options. Emphasis is placed on the use of psychoactive drugs and related psychological and social complexities, including models for prevention and treatment. Upon completion, students should be able to understand and identify theories of addiction, major classes of drugs, treatment alternatives, and social repercussions. FA

**SEC 110 Security Concepts** 2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. SP

**SGD 111 Introduction to SGD**

2 3 0 3

Prerequisites: None

Corequisites: None

This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development. FA

**SGD 112 SGD Design**

2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games. SP

**SGD 113 SGD Programming**

2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations. SP

**SOC 210 Introduction to Sociology**

3 0 0 3

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* FA, SP

**SOC 213 Sociology of the Family**

3 0 0 3

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* SP

**SOC 220 Social Problems**

3 0 0 3

Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* FA, SP



3 0 0 3

Corequisites: None

3 0 0 3

Corequisites: None

3 0 0 3

Corequisites: None

3 0 0 3

Corequisites: None

3 0 0 3

Corequisites: None

This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

3 0 0 3

Corequisites: None

This course presents sociological perspectives on death and dying. Emphasis is placed on analyzing the different death rates among various groups, races, and societies, as well as various types of death. Upon completion, students should be able to discuss the rituals of death, both cultural and religious, and examine current issues relating to death and dying. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

3 0 0 3

Corequisites: None

This course covers the impact of drugs on society and human behavior. Emphasis is placed on the construction of a modern social problem from contrasting historical responses to mind-altering substances. Upon completion, students should be able to apply sociological analysis in evaluating drug use as a societal and interpersonal problem. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

1                    3                    3                    3

**Corequisites:** None

This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques. SU

3            3            0            4

**Corequisites:** None

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety. FA

2 3 0 3

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0            0            15            5

Corequisites: None

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. FA

0            0            15            5

Corequisites: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. SP

<b>SON 130</b>	<b>Abdominal Sonography I</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: Enrollment in the Medical Sonography program					
Corequisites: None					
This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images. FA					
<b>SON 131</b>	<b>Abdominal Sonography II</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites: SON 130					
Corequisites: None					
This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations. SP					
<b>SON 140</b>	<b>Gynecological Sonography</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisites: SON 110					
Corequisites: None					
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms. FA					
<b>SON 220</b>	<b>SON Clinical Education III</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>8</b>
Prerequisites: SON 121					
Corequisites: None					
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. FA					
<b>SON 220AB</b>	<b>SON Clinical Education III (part one)</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>2</b>
<b>SON 220BB</b>	<b>SON Clinical Education III (part two)</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>6</b>
<b>SON 221</b>	<b>SON Clinical Education IV</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>8</b>
Prerequisites: SON 220					
Corequisites: None					
This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. SP					
<b>SON 225</b>	<b>Case Studies</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>
Prerequisites: SON 110 or CVS 163					
Corequisites: None					
This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies. FA					
<b>SON 241</b>	<b>Obstetrical Sonography I</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisites: SON 110					
Corequisites: None					
This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications. SP					



<b>SON 242</b>	<b>Obstetrical Sonography II</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisites: SON 241					
Corequisites: None					
This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies. FA					
<b>SON 250</b>	<b>Vascular Sonography</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites: Enrollment in the Medical Sonography program or graduate of accredited Medical Sonography program					
Corequisites: None					
This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system. SP					
<b>SON 273</b>	<b>Advanced Vascular Sonography</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: SON 250					
Corequisites: None					
This course covers advanced scanning techniques and pathological states. Emphasis is placed on identifying, recognizing, and imaging abnormal peripheral arterial, peripheral venous, and cerebrovascular conditions. Upon completion, students should be able to identify and image abnormal vascular conditions.					
<b>SON 276</b>	<b>Fetal Echocardiography</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Prerequisites: Enrollment in the Medical Sonography program or graduate of accredited Medical Sonography program					
Corequisites: None					
This course introduces the normal and abnormal development of the fetal heart with correlation to sonographic evaluation. Emphasis is placed on cardiac anatomy and physiology in the normal fetus as well as cardiac defects. Upon completion, students should be able to identify and evaluate normal and abnormal fetal cardiac structures. FA					
<b>SON 278</b>	<b>Embryology in Sonography</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Prerequisites: SON 110					
Corequisites: None					
This course covers the developing embryo from conception to the end of the eighth week. Emphasis is placed on the day-to-day development of the embryo and the timing of errors of development that cause anomalies. Upon completion, students should be able to demonstrate knowledge of embryology and errors of development occurring in the embryo. SP					
<b>SON 289</b>	<b>Sonographic Topics</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisites: SON 110					
Corequisites: None					
This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations. SP					
<b>SPA 111</b>	<b>Elementary Spanish I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 090 and RED 090; or DRE 098; or DRE 099; or appropriate CPT scores					
Corequisites: None					
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. <i>This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.</i> FA, SP					

<b>SPA 112</b>	<b>Elementary Spanish II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: SPA 111					
Corequisites: None					
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. <i>This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.</i> FA, SP					
<b>SPA 120</b>	<b>Spanish for the Workplace</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. FA, SP					
<b>SPA 161</b>	<b>Cultural Immersion</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: SPA 111					
Corequisites: None					
This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</i>					
<b>SPA 211</b>	<b>Intermediate Spanish I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: SPA 112					
Corequisites: None					
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. <i>This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.</i> FA					
<b>SPA 212</b>	<b>Intermediate Spanish II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: SPA 211					
Corequisites: None					
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. <i>This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.</i> SP					
<b>SWK 113</b>	<b>Working with Diversity</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations. SP					

<b>WBL 110</b>	<b>World of Work</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Prerequisites: Enrollment in a curriculum program					
Corequisites: None					
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work. FA, SP					
<b>WBL 111</b>	<b>Work-Based Learning I</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>
Prerequisites: Enrollment in a curriculum program					
Corequisites: None					
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. FA, SP					
<b>WBL 115</b>	<b>Work-Based Learning Seminar I</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Prerequisites: None					
Corequisites: WBL 111					
This seminar is designed to discuss the student's work experience with the instructor and other students. Students will discuss highlights, issues, and problems associated with their work-based learning experience. FA, SP					
<b>WBL 121</b>	<b>Work-Based Learning II</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>
Prerequisites: Enrollment in a curriculum program					
Corequisites: None					
This course provides work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. FA, SP					
<b>WEB 110</b>	<b>Internet/Web Fundamentals</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines. FA, SP					
<b>WEB 115</b>	<b>Web Markup and Scripting</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, student should be able to develop hand-coded web pages using current markup standards. SP					
<b>WEB 120</b>	<b>Introduction Internet Multimedia</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This is the first of two courses covering the creation of internet multimedia. Topics include internet multimedia file types, file-type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, student should be able to create internet multimedia presentations utilizing a variety of methods and applications. FA					



<b>WEB 140</b>	<b>Web Development Tools</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets. FA					
<b>WEB 210</b>	<b>Web Design</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites. SP					
<b>WEB 214</b>	<b>Social Media</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces students to social media for organizations. Topics include social media, marketing strategy, brand presence, blogging, social media analytics and technical writing. Upon completion, students should be able to utilize popular social media platforms as part of a marketing strategy, and work with social media analytics tools. SP					
<b>WEB 250</b>	<b>Database Driven Websites</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: DBA 110					
Corequisites: None					
This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards. FA					
<b>WEB 289</b>	<b>Internet Technologies Project</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
Prerequisites: WEB 250					
Corequisites: None					
This course provides an opportunity to complete a significant Web technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation. SP					
<b>WLD 110</b>	<b>Cutting Processes</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites: None					
Corequisites: None					
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness. FA					
<b>WLD 112</b>	<b>Basic Welding Processes</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites: None					
Corequisites: None					
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. SP					

**WLD 115 SMAW (Stick) Plate****2 9 0 5**

Prerequisites: None

Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. FA

**WLD 116 SMAW (Stick) Plate/Pipe****1 9 0 4**

Prerequisites: WLD 115

Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions. SP

**WLD 121 GMAW (MIG) FCAW/Plate****2 6 0 4**

Prerequisites: None

Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions. SP

**WLD 131 GTAW (TIG) Plate****2 6 0 4**

Prerequisites: None

Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials. FA

**WLD 132 GTAW (TIG) Plate/Pipe****1 6 0 3**

Prerequisites: WLD 131

Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry. SP

**WLD 141 Symbols & Specifications****2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding. FA

**WLD 151 Fabrication I****2 6 0 4**

Prerequisites: None

Corequisites: None

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment. SP

**WLD 212      Inert Gas Welding****1           3           0           2**

Prerequisites: None

Corequisites: None

This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions. SP

**WLD 261      Certification Practices****1           3           0           2**

Prerequisites: WLD 115, WLD 121, and WLD 131

Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes. SU



# CAREER DEVELOPMENT AND CONTINUING EDUCATION

South Piedmont Community College, through its Career Development and Continuing Education Division, offers to any adult, regardless of educational background, an opportunity to continue the lifelong learning process through a wide variety of programs designed to meet the needs and interests of the citizens of Anson and Union counties. With the world of knowledge constantly growing and yesterday's education so quickly becoming obsolete, continuing education is a must to all who hope to stay in the mainstream of today's society. Some courses are offered on a continuing basis. Others may begin as a result of requests from groups or individuals.

The Career Development and Continuing Education Division offers the opportunity to earn CEU credits through courses delivered online via the Internet. A variety of courses including computer, Internet, personal enrichment, writing, entrepreneur/business, and medical/healthcare are available. Teachers, health professionals, and others may earn required credits for license renewal. Online ed2go courses begin monthly; others begin at the student's convenience. Current course offerings may be accessed at the SPCC website [www.spcc.edu](http://www.spcc.edu) under Career Development and Continuing Education

Information about all courses may be obtained by calling the Career Development and Continuing Education Division in Wadesboro (704-272-5300) or in Monroe (704-290-5100).

## Admission Requirements

- Admission is open for adults 18 years of age or older.
- Individuals 16 to 17 years of age may enroll in certain courses upon approval of appropriate public school personnel.

## Class Locations

- Classes are held at College sites and throughout Anson and Union counties.
- Morning, afternoon, evening, and weekend classes are offered.
- Many classes are offered online via the Internet.

## Fees

- Fees vary with the type of course offered.
- Fees must be paid before the first class session.
- Books and supplies are not included in the registration fee.

## Refund Policy

- If you officially withdraw from a course prior to the first scheduled class meeting, you will receive a 100% refund.
- Official forms to withdraw and request a refund are available at either of the Career Development and Continuing Education Division offices in Wadesboro or Monroe.
- A 75% refund of registration fees will be granted if you officially withdraw on the first day of the course or before 10% of the scheduled class meetings.
- A 100% refund will be issued for a class that is canceled because of insufficient enrollment.

## Enrollment

Typically, in order for most courses to be offered at a physical location, a minimum number of students must enroll. South Piedmont Community College reserves the right to cancel any course when an insufficient number of students enroll for that course.

## Grades

Generally, grades for Continuing Education courses are provided either "satisfactory" or "unsatisfactory" based on attendance (70%) and participation. Some courses require a minimum performance level as required for State agencies. Contact the Career Development and Continuing Education Office for specific program requirements.

## Certificates

Certificates are awarded upon completion of certain courses when attendance requirements of the course have been met and satisfactory progress, in the best judgment of the instructor, has been demonstrated. Certificates are issued by South Piedmont Community College or by other agencies and the State of North Carolina, when appropriate.

## SMALL BUSINESS CENTER

The Small Business Center offers support to those who want to start a small business or to those who need assistance with an existing business. The Center's staff constantly monitors the needs of area small businesses and offers frequent classes and seminars to meet those needs.

In addition to education and training, the Small Business Center offers direct one-on-one assistance to small business owners or prospective owners. The Center also maintains a resource library that includes periodicals, manuals, video and audio tapes, and computer equipment and software for the business community. The library is open during College operating hours.

**REAL (Rural Entrepreneurship through Action Learning)**, offered through the Small Business Center, is a hands-on course that develops entrepreneurial traits, knowledge, and skills. Participants are guided through the process of planning, creating, and operating a small business of their own design. REAL Enterprises is the nonprofit organization that supports high schools, colleges, and community-based organizations across the United States that offer REAL courses. The REAL course helps prepare small business owners for success as well as those already in business looking to expand or enhance their operations. Graduates have a better than 85% success rate. In a REAL class, participants learn to be entrepreneurs by doing the things that successful small business owners do with challenging and interesting cases, simulations, and videos.

## COMMUNITY EDUCATION AND PROFESSIONAL DEVELOPMENT

Through Community Education and Professional Development programs, South Piedmont Community College provides courses designed to meet the needs of business, industry, government, and associations. Programs are developed to fit specific needs in a wide range of subjects at convenient sites.

**General Contractor Exam Review** is a comprehensive review course of information and knowledge for persons planning to take the NC General Contractors License Exam. If you plan to take the NC License Exam, you should contact the NC Licensing Board for General Contractors in Raleigh to obtain the license application packet prior to the class.

**Notary Public** is a course that satisfies NC requirements to apply for a Notary Public Commission. You must be 18 years of age and reside or be employed in North Carolina.

**Nurse Assistant (CNA) I and II** courses prepare you to work under the supervision of licensed healthcare professionals in performing nursing care and services for persons of all ages. Coursework emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Students that complete these courses may be eligible for listing on the NC Registry as a Nurse Assistant I. You may find employment in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

**Vehicle Safety/Vehicle Emissions Inspection Licensing** classes are required for licensing or certification to inspect motor vehicles under the NC Motor Vehicles Safety Inspection Law. Safety classes consist of eight (8) hours of training. Emissions Certification classes consist of eight (8) hours of training. Emissions Recertification classes consist of four (4) hours of training. You must have a valid NC driver's license to participate.

Additional Certification and In-Service Training opportunities may be found under the Career Development and Continuing Education Division on the SPCC website, [www.spcc.edu](http://www.spcc.edu), or by calling the Division's offices in Wadesboro (704-272-5300) or in Monroe (704-290-5100).

## CORPORATE TRAINING

A major emphasis of the College is to assist industry in meeting its training needs. New employees can learn fundamental skills on the job and existing employees can be retrained. Because of the diversity of training needs, courses range from fundamental skills to highly sophisticated technical skills, supervisory and management training, office management, and computer operations.

### Customized Training Program

This program supports the economic development efforts of the State by providing education and training opportunities for eligible businesses and industries. The Customized Training Program offers programs and training services to assist new and existing business and industry within the State to remain productive, profitable, and successful.

The program was developed in recognition of one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina – the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

### Purpose

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the State while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

### Eligibility

Those businesses and industries eligible for support through the Customized Training Program include Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing and Distribution Centers, Customer Support Centers, Air Courier Services, National Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to U.S. military installations located in North Carolina. In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:



- The business is making an appreciable capital investment.
- The business is deploying new technology.
- The business is creating new jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State.
- The skills of the workers will be enhanced by the assistance.

Resources may support training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support.

Full-time probationary employees of qualified Customized Training companies are eligible for training delivered by the College.

The use of Customized Training funds requires that trainees are paid by the company for all time during training hours.

## **EMERGENCY SERVICES**

Training is continuously offered to adults who provide protective and emergency services for their communities, such as law enforcement personnel, emergency medical personnel, and fire fighters. These courses provide the opportunity to gain technical information and skills through a variety of technical and practical learning experiences which lead to certification in North Carolina. Basic and continuing training for fire fighters is provided through SPCC in cooperation with local municipal and volunteer departments. You must be a member of a fire department to participate in training for fire fighting. Law enforcement officers, paid and volunteer fire fighters, and certified Emergency Medical personnel are exempt from the tuition fee for Emergency Services Classes.

## **NORTH CAROLINA EMERGENCY MEDICAL TECHNICIAN (EMT)**

The Emergency Medical Technician (EMT) program offered through SPCC includes Basic and Paramedic. Recertification and Continuing Education training in these areas is also available. Fees are required for tuition, books, insurance, and uniforms. If you successfully complete the training in these areas, you are eligible to sit for the State exam and possibly gain employment with a local, state, or private emergency medical agency.

## **PERSONAL INTEREST**

South Piedmont Community College is dedicated to public service and is concerned with identifying potential community needs, drawing together resources at the College and other agencies to create new educational opportunities.

## **HUMAN RESOURCES DEVELOPMENT (HRD)**

The Human Resources Development program is designed to educate and train you for success in the workplace. This is an intensive vocational program to train and place you in employment if you are unemployed or underemployed. The primary objective of the training component is to help you orient yourself to the world of work, appreciate the effects of your behavior on others, and develop the basic academic and communication skills prerequisite to obtaining and maintaining employment.

Class time is devoted to assessment of your assets and limitations; development of a positive self-concept; development of employability, communication, and problem-solving skills; and development of an awareness of the impact of information technology in the workplace. You will study employer/employee

relations, communication skills, and pre-employment and job search skills, as well as application and interview techniques.

Counseling is provided throughout the program. Student referrals are made to other programs or support services when necessary. A special effort is made to assist you in obtaining employment at the end of the program. Follow-up services are available.

### **Admission and Fees**

The NC State Board of Community Colleges grants permission to waive tuition for HRD classes for individuals who meet one of the four (4) criteria listed below:

- Unemployed
- Have received notification of a pending layoff
- Working and eligible for the Federal Earned Income Tax Credit
- Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines

To receive this waiver, you must verify that you meet the criteria by completing and signing a Tuition and Fee Waiver Verification Form. If you do not sign the form or do not meet one of the four (4) criteria, you must pay the applicable fee to register for a Human Resources Development course.

## **CONTINUING EDUCATION UNIT (CEU)**

The Southern Association of Colleges and Schools Commission on Colleges, the accrediting body for South Piedmont Community College, has recommended that the Continuing Education Unit (CEU) be used as the basic instrument of measurement for your participation in noncredit courses and programs.

A CEU is defined as "10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." For example, a course that meets for 20 hours and complies with the CEU guidelines would offer two CEUs.

### **Course Criteria for Awarding a CEU**

A course plan must include dates, times, and hours met; course description; course objectives; a topical outline; methods of evaluation (tests, attendance, etc.); instructional supplies and equipment needs; student supply needs; and the CEU value.

### **Instructor Criteria for Awarding a CEU**

Competence in the subject matter must be illustrated by academic training which is supported by official transcripts and/or experiential documentation; by demonstration to the satisfaction of the program director of the competence of the instructor to teach the subject matter; and by demonstration to the satisfaction of the program director of the ability to communicate clearly.

### **Records for CEUs**

At the completion of the CEU-awarding activity, the instructor or program director will indicate on the final roster the CEU status for each student. If you have met the pre-stated criteria for the class, you will have an "S" for satisfactory completion indicated on this roster. This information will be recorded on the College's computerized records for permanent retrieval available to you upon request.

**Transcripts**

You may receive a copy of your Continuing Education transcript by written request or by personally visiting the Registrar's Office, Students Services. An official South Piedmont Community College transcript will be issued and will contain the following information:

- Name and address of the College
- Your name and appropriate ID number
- Titles of all courses taken
- Start and completion dates of each course taken
- Number of CEUs awarded, if applicable
- Successful or unsuccessful assessment, if applicable



# **ADULT BASIC SKILLS / COLLEGE and CAREER READINESS**

The mission of the Adult Basic Skills/College and Career Readiness department is to provide a positive educational experience that enhances the lives and well-being of its students, assists with transitions to post-secondary education, and develops the skills and knowledge necessary to enter and thrive in today's workforce.

The department provides free educational opportunities for adults 18 years of age and older who were unable to complete their formal schooling. The programs address the needs of adults who do not have a high school diploma or who need to improve basic educational skills. Programs provide educational opportunities for adults to improve their reading, writing, mathematics, and communication skills through five major programs targeted to specific populations: Adult Basic Education (ABE), Adult Secondary Education (Adult High School and high school equivalency tests), English for Speakers of Other Languages (ESOL), and Compass Education (ABE-Compass). Classes are free and open to adults living or working in Anson or Union counties and the surrounding area.

Students who enroll in Adult Basic Skills classes work closely with the instructor in classroom settings and may choose a day or night class, either on or off campus. Students may also enroll in computer-based lab classes for additional help in reading, math, and English. Orientation and placement testing sessions are held weekly and are required for entry into any Basic Skills class. Enrollment is held throughout the semester by calling 704-272-5456 in Wadesboro or 704-290-5830 in Monroe.

## **Admission Requirements**

- Adults 18 years of age or older who have not completed high school
- Orientation and placement testing

## **Class Locations**

- Classes are provided at SPCC sites and throughout Anson and Union counties.
- Morning, afternoon, and evening classes are offered.
- Computer-assisted labs are available.

## **Fees**

- Instruction is provided free of charge to all eligible participants.
- Books and study materials are furnished at no cost to the student.

## **ADULT BASIC EDUCATION (ABE)**

Adult Basic Education classes focus on basic skills in reading, writing, math, critical thinking, and communication for adults functioning below a high school level. Students who have already completed high school but test below the high school level may also enroll in ABE classes to improve their skills before entering college classes or for personal satisfaction.

## **ADULT SECONDARY EDUCATION**

Adult High School (AHS) allows students to earn high school credits needed to receive the Adult High School diploma. Students' high school transcripts are evaluated and credit is given for units previously earned. An individualized, competency-based program of study is designed for each student entering the AHS program. Once students have completed the required number of credit hours, they will receive an AHS diploma issued by South Piedmont Community College in cooperation with the Union County Public Schools.

SPCC offers classes to help adults prepare for tests that lead to a high school equivalency diploma and prepare for post-secondary learning. High school equivalency tests were revised in January 2014, and GED® Testing Service became part of Pearson Vue. Registration for final Pearson Vue GED® testing is required, along with a testing fee, prior to testing. Students may call 704-290-5230 for updates regarding high school equivalency testing options.

## **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

English for Speakers of Other Languages classes are open to individuals 18 years of age and older who are learning to speak and read the English language. Conversation, reading, writing, and listening skills are included as part of this program. Multiple levels of ESOL instruction are available: beginning, intermediate, advanced, reading/writing, and speaking/listening.

Students may also prepare for United States citizenship through SPCC's ESOL civics classes. Instruction on U.S. history and government, completion of the N-400 application, and preparation for the USCIS oral interview are included in this program of study.

## **ADULT BASIC EDUCATION - COMPASS EDUCATION**

ABE/Compass Education is a program designed for adults with developmental disabilities. Academic-based classes focus on helping individuals become as independent and self-directed as possible by acquiring the basic skills and life skills needed to function successfully in daily living.

## **COLLEGE and CAREER TRANSITIONS (CCT)**

College and Career Transitions is a comprehensive Adult Basic Education (ABE)/Adult Secondary Education (ASE) program for students interested in curriculum programs and careers in medical office administration. This program provides a more holistic approach to adult education, focusing on implementing and improving wrap-around support services, integrated instruction, and financial assistance for adult learners.

Students enrolled in this program receive assistance beginning with the admission process all the way through to completion. While enrolled in the program, students receive direct, contextualized classroom instruction in their chosen pathways, intensive math tutoring, lab support, College Placement Test preparation, college success strategies, and employability assistance. Additionally, students are able to co-enroll in entry-level curriculum courses in their chosen pathways while working toward a high school credential.

Instruction for these curriculum courses consists of a team-teaching approach in which one curriculum or content instructor is paired with a basic skills instructor in order to provide a richer and more supportive learning environment. The instructors plan curriculum together and teach together, embedding basic skills concepts in the curriculum classroom and vice versa.

Students may call 704-290-5263 for additional information.

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# INDEX

## A

Academic Advisors .....	V-3
Academic Assessment .....	II-5
Academic Calendar .....	I-15
Academic Credit Hours .....	V-1
Academic Evaluations .....	V-12
Academic Honors .....	V-12
Academic Information .....	V-1
Academic Integrity Policy .....	V-5
Academic Intervention .....	V-14
Academic Probation .....	V-14
Academic Standards Policy .....	V-13
Academic Support Fee .....	III-3
Academic Support Centers / Tutoring .....	IV-3
Academic Suspension .....	V-14
Acceptance of Credit .....	II-8
Accident Insurance .....	III-3
Accreditation .....	I-2
Activity Fee .....	III-3
Administration, Faculty, and Staff .....	X-2
Administrative Withdrawal .....	V-10
Admission of High School Students .....	II-2
Career and College Promise .....	II-2
Early College High School .....	II-3
Admission of International Students (Documented) .....	II-3
Admission of International Students (Undocumented) .....	II-3
Admissions .....	II-1
Admissions for Allied Health and Nursing Programs .....	II-3
Admissions Policy .....	II-1
Admissions Process and Information .....	II-1
Adult Basic Education (ABE) .....	IX-1
Adult Basic Skills/College and Career Readiness .....	IX-1
Admission Requirements .....	IX-1
Class Locations .....	IX-1
College and Career Transitions .....	IX-2
Fees .....	IX-1
Adult Basic Education - Compass Education .....	IX-2
Adult High School (AHS) .....	IX-2
Adult Secondary Education .....	IX-2
Advanced Placement (AP) Course Credit .....	II-9
Advisors, Academic .....	V-3
Alcohol and Drugs Policy .....	IV-5
Allied Health and Nursing Programs, Admissions for .....	II-3
Appeal of Course Grade Policy .....	V-13
Attendance .....	V-6
Attendance in Traditional or Web-Enhanced Classes .....	V-6
Attendance in Distance Learning Classes (100% Online) .....	V-6
Attendance in Blended Classes .....	V-7
Department Attendance Requirements .....	V-7
Absences for Religious Observances .....	V-7

Census Dates .....	V-7
Auditing of Courses .....	V-12

## B

Basic Skills .....	IX-1
Blended Classes .....	V-1
Board of Trustees .....	X-1

## C

Calendar .....	I-15
Campus Housing .....	IV-6
Campus Locations .....	I-13
Career and College Promise .....	II-2
Career Development and Continuing Education .....	VIII-1
Admission Requirements .....	VIII-1
Certificates .....	VIII-2
Class Locations .....	VIII-1
Community Education and Professional Development .....	VIII-2
General Contractor Exam Review .....	VIII-2
Notary Public .....	VIII-3
Nurse Assistant (CNA) I and II .....	VIII-3
Vehicle Safety / Vehicle Emissions Inspection Licensing .....	VIII-3
Continuing Education Unit (CEU) .....	VIII-5
Continuing Education Transcripts .....	VIII-6
Corporate Training .....	VIII-3
Emergency Services .....	VIII-4
Enrollment .....	VIII-2
Fees .....	VIII-1
Human Resources Development (HRD) .....	VIII-4
Grades .....	VIII-2
North Carolina Emergency Medical Technician (EMT) .....	VIII-4
Personal Interest .....	VIII-4
Refund Policy .....	VIII-1
Services to Continuing Education Students .....	IV-3
Small Business Center .....	VIII-2
REAL (Rural Entrepreneurship Through Action Learning) .....	VIII-2
Career Services .....	IV-2
Catalog of Record .....	V-3
Changing Program of Study .....	V-4
Children on Campus .....	IV-6
Class Rings .....	IV-5
Clubs and Organizations .....	IV-4
Collaborative Agreements .....	V-4
College Calendar .....	I-15
College Career Oriented Programs .....	VI-17
College Days and Transfer Information .....	IV-2
College IDs .....	IV-5
College Level Examination Program (CLEP) Credit .....	II-9
College Placement Testing (CPT) .....	II-4
College Transfer Programs .....	VI-1
Communication Center .....	IV-3
Comprehensive Articulation Agreement .....	II-8
Cooperative Education .....	V-9
Core Skills and Learning Outcomes .....	I-11
Counseling .....	IV-1



Course Auditing .....	V-12
Course Corequisites .....	V-10
Course Descriptions .....	VII-1
Course Load .....	V-1
Course Prerequisites .....	V-9
Course Repeat .....	V-10
Course Substitution .....	V-9
Course Withdrawal .....	V-10
CPT Exemptions .....	II-5
CPT Retest Procedures .....	II-7
CPT Score Report / Academic Assessment .....	II-5
Credit by Examination (Test Out) .....	V-8
Credit Hours, Academic .....	V-1
Curriculum Programs of Study .....	VI-1

## D

Death of Student Refund .....	III-4
Dean's List .....	V-12
Destruction of Records .....	V-5
Developmental Education Courses .....	IV-3
Directory Information .....	II-9
Disability Services for Students .....	IV-1
Distance Learning .....	V-1
Online (Internet) .....	V-1
Blended .....	V-1
Web-Enhanced .....	V-1
Interactive Television (ITV) .....	V-2
Placement Testing for Distance Learning Students .....	II-5
Drugs and Alcohol .....	IV-5

## E

Early College High School .....	II-3
Educational Experiences in Armed Services Credit .....	II-9
Emergency Services .....	VIII-4
English for Speakers of Other Languages (ESOL) .....	IX-2
Enrollment Status (Financial Aid) .....	III-7
E-portfolio .....	I-12

## F

Faculty, Staff, Administration .....	X-2
Family Educational Rights and Privacy Act (FERPA) .....	II-10
Fees and Tuition .....	III-1
Financial Aid .....	III-5
Student Responsibilities .....	III-5
Types of Financial Aid Available .....	III-5
Federal Financial Aid .....	III-5
State Financial Aid .....	III-6
Scholarships .....	III-6
Forgivable Education Loans for Service (FELS).....	III-6
North Carolina Community College Loan Program.....	III-7
Alternative Loans .....	III-7
Direct Loans .....	III-7
Payment Plans .....	III-7
Vocational Rehabilitation .....	III-7
Workforce Investment Act (WIA) .....	III-7

Firearms or Other Dangerous Weapons Policy .....	IV-5
First Aid and Health Services .....	IV-5

## G

GED® (High School Equivalency) .....	IX-2
Gmail Accounts .....	III-1, IV-4
Grade Forgiveness .....	V-11
Grade Point Average (GPA) .....	V-12
Grades .....	V-11
Graduates of Excellence .....	V-15
Graduation / Persistence Rates .....	V-15
Graduation, Requirements for .....	V-14

## H

Health Services and First Aid .....	IV-5
High School Equivalency .....	IX-2
High School Students, Admission of .....	II-2
History of the College .....	I-7
Holidays Observed by the College .....	I-13
Honor Graduates .....	V-15
Hours of Operation .....	I-13

## I J K

Inclement Weather .....	IV-6
Incompletes .....	V-12
Independent Study .....	V-8
Interactive Television (ITV) Classes .....	V-2
International Transcript Credit .....	II-10
Internet (Online) Classes .....	V-1

## L

Lab Fees .....	III-3
Learning College Portfolio Fee .....	III-3
Library Services .....	IV-4
Services to Students .....	IV-4
Library Resources .....	IV-4
Library Card .....	IV-4
Locations of the College .....	I-13

## M

Message from the President .....	I-3
Military Tuition Refund .....	III-4
Mission of the College .....	I-8
Moodle .....	IV-4, V-2

## N

Noncredit to Credit Policy .....	II-8
Non-Discrimination Statement .....	I-2
North Carolina Emergency Medical Technician (EMT) .....	VIII-4
Nursing Programs, Admissions for .....	II-3

**O**

Online (Internet) Classes .....	V-1
Orientation, Student .....	II-2, IV-2
Outcomes and Assessment .....	I-11

**P Q**

Payment of Tuition and Fees .....	III-3
Performance Measures .....	I-14
Placement Testing for Distance Learning Students .....	II-6
President's List .....	V-12
Programs of Study .....	VI-1

**R**

Reapplication to the College .....	II-2
Refund Policy .....	III-4
Registration .....	III-1
Registration and Financial Information .....	III-1
Repeating Courses .....	V-10
Requirements for Graduation .....	V-14
Residency Classification for Tuition Purposes .....	III-2
Residency Requirement for Graduation Policy .....	V-15

**S**

Satisfactory Academic Progress for Students Receiving Financial Aid .....	III-8
Academic Standard (Qualitative) .....	III-8
Program Completion Standard (Quantitative) .....	III-8
Maximum Timeframe Standard (Quantitative) .....	III-8
Appeal Process .....	III-9
Reinstatement of Financial Aid Eligibility .....	III-9
Pell Grant Lifetime Eligibility .....	III-10
Return of Title IV Funds .....	III-10
Schedule Changes - Dropping / Adding Courses .....	III-1
Scholarships .....	III-6
Services for Students with Disabilities .....	IV-1
Reasonable Accommodations .....	IV-2
Services to Continuing Education Students .....	IV-3
Small Business Center .....	VIII-2
Smoking/Tobacco-Free Campus .....	IV-6
SPCC ePortfolio .....	I-12
Special Credit Student Status .....	II-1
Special Fees .....	III-3
Staff, Administration, Faculty .....	X-2
State Authorization .....	I-2
Strategic Plan .....	I-8
Student Classification .....	V-1
Student Conduct .....	IV-5
Student Course Load .....	V-1
Student Government Association (SGA) .....	IV-4
Student Orientation .....	II-2, IV-3
Student Records .....	V-4
Student Support Services .....	IV-1



**T U**

TaskStream .....	IV-4
Tech Prep Credit .....	II-9
Technology .....	IV-4
Technology Fee .....	III-3
Telephone Numbers of the Campuses .....	I-1, I-13
Test Out (Credit by Examination) .....	V-8
Textbooks and Other Costs .....	III-4
Title IX .....	I-2, IV-1
Tobacco-Free Campus .....	IV-6
Transcripts .....	V-5
Tuition and Fees .....	III-1
Tuition (In-State) .....	III-2
Tuition (Out-of-State) .....	III-2
Tutoring / Academic Support Centers .....	IV-3

**V**

Veterans Benefits .....	III-10
Satisfactory Progress for Veterans .....	III-10
Vision of the College .....	I-8
Visitors on Campus .....	IV-6
Vocational Rehabilitation .....	III-7
Voter Registration .....	IV-2

**W X Y Z**

Web-Enhanced Classes .....	V-2
Withdrawal from Courses .....	V-10
Work-Based Learning .....	V-9
Workforce Investment Act (WIA) .....	III-7





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